

SOLICITATION, OFFER AND AWARD		1. THIS CONTRACT IS A RATED ORDER <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		RATING		PAGE 1	OF PAGES 82
2. CONTRACT NO.		3. SOLICITATION NO. DTFANM-13-R-00001		4. THIS IS A: SMALL BUSINESS SET-ASIDE YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		5. DATE ISSUED 10/2/2012	
						6. REQUISITION/PURCHASE NO..	
7. ISSUED BY: FEDERAL AVIATION ADMINISTRATION ACQUISITION MANAGEMENT BRANCH, AAQ-530 1601 LIND AVE. S.W. RENTON, WA 98057				8. ADDRESS OFFER TO (If other than Block 7) Address shown in Block 7			

SOLICITATION

9. Offers in original and 1 copies for furnishing the supplies or services in the Schedule will be received at the place in the depository specified in Item 8, or if hand-carried located in 1601 Lind Ave SW Renton, WA 98057 until 4pm local time 11/6/12
(Hour) (Date)

CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L.

10. FOR INFORMATION CALL:		A. NAME LELANIE RIVERA	B. TELEPHONE NO. (Include area code) (NO COLLECT CALLS) 425-227-1003
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OFFER (must be fully completed by Offeror)

12. In compliance with the above, the undersigned agree, if this offer is accepted within 60 calendar days (60 calendar days unless a different period is inserted by the Offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 3.3.1-6)		10 CALENDAR DAYS %	20 CALENDAR DAYS %	30 CALENDAR DAYS %	CALENDAR DAYS %
14. ACKNOWLEDGMENT OF AMENDMENTS (The Offeror acknowledges receipt of amendments to the SOLICITATION for Offerors and related documents numbered and dated)		AMENDMENT NO.	DATE	AMENDMENT NO.	DATE
15A. NAME AND ADDRESS OF OFFEROR		16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)			
15B. TELEPHONE NO. (Include area code)		15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE <input type="checkbox"/>		18. OFFER DATE	
		17. SIGNATURE			

AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED		20. AMOUNT		21. ACCOUNTING AND APPROPRIATION DATA SEE PRISM DOCUMENT	
22. RESERVED		23. SUBMIT INVOICES TO ADDRESS SHOWN IN ITEM 7		ITEM	
24. ADMINISTERED BY (if other than item 7) ITEM 7		25. PAYMENT WILL BE MADE BY AMZ-110			
26. NAME OF CONTRACTING OFFICER (Type or print)		27. UNITED STATES OF AMERICA		28. AWARD DATE	

PART I - SECTION B
SUPPLIES/SERVICES & PRICE/COST

B001. PRICES/COSTS: Furnish all labor, materials, equipment, transportation, insurance, notifications, licenses, permits, fees and supervision necessary for Janitorial Services, Landscaping/Grounds Services, Snow Removal Services, Refuse Handling Services, Project Management Services for the Denver Air Route Traffic Control Center and accordance with the specifications, drawings, contract clauses, and wage rates.

<u>CLIN NO.</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>QUANTITY</u>	<u>TOTAL/monthly</u>	<u>TOTAL /yearly</u>
0001 – Base Year – 01/01/2013 – 9/30/2013	Janitorial Services	Monthly	9	\$_____	\$_____
0002 – Base Year – 01/01/2013 – 9/30/2013	Landscaping/Grounds Maintenance	Monthly	9	\$_____	\$_____
0003 – Base Year – 01/01/2013 – 4/30/2013	Snow Removal Services	January- April	Est. 40	\$_____per snow event (1 event =8 hours)	\$_____
0004 – Base Year – 01/01/2013 – 9/30/2013	Refuse Handling Services	Monthly	9	\$_____	\$_____
0005 – Base Year – 01/01/2013 – 9/30/2013	Janitorial Services- Child Care Center	Monthly	9	\$_____	\$_____
0006 – Option Year 1 – 10/01/2013 – 9/30/2014	Janitorial Services	Monthly	12	\$_____	\$_____
0007 – Option Year 1 – 10/01/2013 – 9/30/2014	Landscaping/Grounds Maintenance	Monthly	12	\$_____	\$_____
0008 – Option Year 1 10/01/2013 – 4/30/2014	Snow Removal Services	January- April	Est. 40	\$_____per snow event (1 event =8 hours)	\$_____
0009 – Option Year 1 – 10/01/2013 – 9/30/2014	Refuse Handling Services	Monthly	12	\$_____	\$_____
0010 – Option Year 1 – 10/01/2013 – 9/30/2014	Janitorial Services- Child Care Center	Monthly	12	\$_____	\$_____
0011 – Option Year 2 – 10/01/2014 – 9/30/2015	Janitorial Services	Monthly	12	\$_____	\$_____

0012 – Option Year 2 – 10/01/2014 – 9/30/2015	Landscaping/Grounds Maintenance	Monthly	12	\$_____	\$_____
0013 – Option Year 2 10/01/2014 – 4/30/2015	Snow Removal Services	January- April	Est. 40	\$_____per snow event (1 event =8 hours)	\$_____
0014 – Option Year 2 – 10/01/2014 – 9/30/2015	Refuse Handling Services	Monthly	12	\$_____	\$_____
0015 – Option Year 2 – 10/01/2014 – 9/30/2015	Janitorial Services- Child Care Center	Monthly	12	\$_____	\$_____
0016 – Option Year 3 – 10/01/2015 – 9/30/2016	Janitorial Services	Monthly	12	\$_____	\$_____
0017 – Option Year 3 – 10/01/2015 – 9/30/2016	Landscaping/Grounds Maintenance	Monthly	12	\$_____	\$_____
0018 – Option Year 3 - 10/01/2015 – 4/30/2016	Snow Removal Services	January- April	Est. 40	\$_____per snow event (1 event =8 hours)	\$_____
0019 – Option Year 3 – 10/01/2015 – 9/30/2016	Refuse Handling Services	Monthly	12	\$_____	\$_____
0020 – Option Year 3 – 10/01/2015 – 9/30/2016	Janitorial Services- Child Care Center	Monthly	12	\$_____	\$_____
0021 – Option Year 4 – 10/01/2016 – 9/30/2017	Janitorial Services	Monthly	12	\$_____	\$_____
0022 – Option Year 4 – 10/01/2016 – 9/30/2017	Landscaping/Grounds Maintenance	Monthly	12	\$_____	\$_____
0023 – Option Year 4 - 10/01/2016 – 4/30/2017	Snow Removal Services	January- April	Est. 40	\$_____per snow event (1 event =8 hours)	\$_____
0024 – Option Year 4 – 10/01/2016- 9/30/2017	Refuse Handling Services	Monthly	12	\$_____	\$_____
0025 – Option Year 4 – 10/01/2016 – 9/30/2017	Janitorial Services- Child Care Center	Monthly	12	\$_____	\$_____

Total All \$ _____ \$ _____
Line Items

The offered price shall encompass all costs related to (a) direct and indirect labor, fringe benefits, overhead, G&A expenses, profit, material, equipment, other direct costs, insurance, freight, handling, transportation, inspection, testing, operation and maintenance manuals, bonds, etc., (b) federal, state, and local taxes, (c) all applicable fees permits, licenses, and (d) any miscellaneous charges.

An offeror is required to provide a price for each contract line item (CLIN). Failure to comply may result in the rejection of the subject offer. A single award shall be made. There shall be no split award. In the event that the CLIN price for any line item is materially unbalanced, the entire offer may be rejected without discussion with the offeror.

In the event of any disparity between the CLIN price and the total offered price, the CLIN price shall be deemed correct, and the total offered amount shall be revised accordingly, unless available information indicates otherwise.

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Effective April 1, 1996, the Federal Aviation Administration (FAA) began operating under the new FAA Acquisition Management System. The 1996 DOT Appropriation Act, Public Law 104-50, mandated that the FAA rewrite its acquisition regulations and granted legislative relief from certain laws. The Federal Acquisition Regulations (FAR), Federal Acquisition Streamlining Act of 1994, Small Business Act, and Competition in Contracting Act, are three of these laws.

B002. SOLICITATION QUESTIONS: All contractors proposing this project desiring an interpretation or clarification of the specifications, drawings, contract terms and conditions, etc., must request in writing (email is acceptable) by **October 31st, 2012, at 4pm** to the Federal Aviation Administration, Attn: LELANIE RIVERA, 1601 Lind Avenue S.W., Renton WA 98057 or FAX (425) 227-1055 or by email at LELANIE.RIVERA@faa.gov. Telephone questions **will not** be accepted. The offer shall provide an address, telephone and FAX number. The Contracting Specialist, LELANIE RIVERA is the only person authorized to make clarifications, interpretations, or changes to this solicitation.

B003. INSURANCE REQUIREMENTS: Worker's compensation and employer's liability.

- Employer's liability coverage of at least \$100,000.00 shall be required.
- General Liability. Bodily injury liability insurance coverage written on the comprehensive form of policy of at least \$500,000.00 per occurrence.
- Automobile liability coverage of at least \$200,000.00 per person and \$500,000 per occurrence for bodily injury and \$200,000.00 per occurrence for property damage

B004. MINIMUM CONTRACTOR QUALIFICATIONS: Offerors must be a Socially and Economically Disadvantaged Business (SEDB) certified with the U.S. Small Business Administration.

B005. 3.6.1-8 Notification of Competition Limited to Eligible SEDB Concerns (January 2010)

(a) Offers are solicited only from "eligible socially and economically disadvantaged business (SEDB) concerns. As used herein, an "eligible SEDB" concern is a small business concern expressly certified by the Small Business Administration (SBA) for participation in the SBA's 8(a) program and which meets the following criteria at the time of submission of offer.

(1) The offeror is in conformance with the 8(a) support limitation set forth in its approved business plan; and

(2) The offeror is in conformance with the Business Activity Targets set forth in its approved business plan or any remedial action direct by the SBA.

(b) By submission of its offer, the offeror certifies that it meets all of the criteria set forth in paragraph (a) of this clause.

(c)(1) Agreement. A small business concern submitting an offer in its own name agrees to furnish, in performing the contract, only end items manufactured or produced by small business concerns in the United States or its outlying areas. However, this requirement does not apply in connection with construction or service contracts.

(2) The [Offeror : _____] will notify the FAA Contracting Officer in writing immediately upon entering an agreement (either oral or written) to transfer all or part of its stock or other ownership interest to any other party.

(End of clause)

SERVICE CONTRACT ACT WAGE RATES APPLY. SEE ATTACHMENT A.

OFFERS SHALL INCLUDE ALL APPLICABLE STATE AND LOCAL TAXES.

SUBMIT OFFERS TO: SEE SECTION M

APPLICABLE NAICS CODE: 561720

PART I - SECTION C
SCOPE OF WORK

- 1.1 SCOPE OF WORK.** The Contractor shall provide ALL management, labor, supervision, administration, technical support, equipment, oversee, allocate resources and perform facilities management of buildings, systems, grounds, and equipment at the Denver Air Route Traffic Control Center (ARTCC) defined in this Performance Work Statement (PWS).

The Contractor shall perform to the standards in this contract, See Attachment 1, Quality Assurance Surveillance Plan (QASP) for Grounds and for Janitorial requirements. The Frequency Schedules are listed in Attachment 2. Contractor shall be responsible as the single point of contact for all issues pertaining to the management and maintenance of buildings, systems, and equipment: corrective maintenance and minor repairs incidental to accomplishing the work requirements; grounds maintenance: janitorial services: refuse management.

1.2 PERSONNEL.

1.2.1 PROJECT MANAGER/SITE SUPERVISOR. The contractor shall designate a full-time project manager shall be responsible for the performance of the work. The name of this person and alternate(s) who shall act for the contractor when the manager is absent shall be designated in writing to the Contracting Officer. The project manager and alternate shall be knowledgeable and in complete control of the contract office files and records. The contractor shall provide telephone numbers of the contract manager and alternates(s) where these persons may be contacted outside of normal duty hours (7:00 a.m.- 4:30p.m).

1.2.1.1 The project manager or alternate shall have full authority to act for the contractor on all contract matters relating to the daily operation of this contract.

1.2.1.2 The project manager or alternate shall be available during normal duty hours to meet on the installation with Government personnel designated by the Contracting officer to discuss problem areas. After normal duty hours, the manager or designated alternate shall be available within two (2) hours

1.2.1.3 The contract manager and supervisors must be able to read, write, speak and understand English.

1.2.2 CONTRACT EMPLOYEES. The Government reserves the right to restrict the employment of any contractor or prospective contractor employee, who is identified as a potential threat to the health, safety, security, general well-being, or operational mission of the installation and its population. Employees of the contractor, in performance of this contract, are subject to security investigation as specified within the Scope of Work.

1.2.2.5. CONTROL OF CONTRACTOR EMPLOYEES. The selection, assignment, reassignment, transfer, supervision, management, and control of contractor employees in performance of this work statement shall be the responsibility and prerogative of the contractor; however, the contractor shall comply with the general intent and specific policies set forth in the performance work statement and in regulations of the FAA concerning conduct of employees as referenced herein. When the government directs the contractor shall restrict the employment under the contract or remove from performance on the contract any person who is identified as a potential threat to the health, safety, security or operation of the described facilities.

1.2.2.6. The contractor shall not employ any person who is an employee of the United States Government if the employment of that person would create a conflict of interest.

1.2.2.7. Contractor employees shall not disturb papers on desks, or open desk drawers or cabinets. No boxes shall be removed unless clearly marked "TRASH".

1.2.2.8 Open safes shall be reported to the COTR.

1.2.3. SECURITY REQUIREMENTS: All personnel entering or working on the facility must submit to drug screening. The Contractor is required to comply with all security regulations and directives as identified here in and other security requirements as shown elsewhere in this contract. Specific security requirements are outlined in the following clause: Clause 3.14-2, Contractor Personnel suitability Requirements: Clause 3.14-3, Foreign Nationals as contractor employees, and Clause 3.14-4, Government-Issued Keys, Identification Badges, and Vehicle Decals, and in Section I of this solicitation.

1.2.3.1 Employees without properly executed forms will not be allowed to work at the Denver ARTCC.

1.2.3.2. All contractor personnel who receive favorable security clearances will be allowed to continue to perform work under the contract. Any individual who is found to be otherwise unsuitable will be removed from work under this contract. The contractor shall ensure that sufficient personnel on duty have appropriate security clearance to meet and maintain requirements specified prior to the start of the basic contract period.

1.2.3.3. RESERVED

1.2.3.4 The Contractor shall furnish a list of employees assigned to work this contract and shall keep this list current.

1.2.3.5 Contractor personnel are not authorized access to any area where classified information is used, stored, or processed. If visual, aural, or physical access to classified material is made, even inadvertently, by contractor personnel, they are required to be debriefed by the control point manager.

1.2.4. BADGES: All employees shall wear FAA supplied security badges above the waist, on the front of the body, and on outermost clothing at all times while on the premises. Upon termination of employment, security badges shall be turned in to the COR.

1.3. QUALITY CONTROL.

1.3.1. QUALITY CONTROL PROGRAM. The contractor shall establish and maintain a complete quality control program to assure the requirements of this contract are provided as specified. One copy of the contractor's quality Control Plan shall be provided to the Contracting Officer with the submission of the offer, and to the COR at the Pre-performance conference for approval. An updated copy shall be provided to the CO on the contract start date and as changes occur. The quality control program is subject to disapproval whenever it does not accomplish its objectives. Contractor compliance to the quality control program will be monitored by the Government.

1.3.1.1. MINIMUM PLAN REQUIREMENTS. As a minimum the plan must include:

1.3.1.1.1 A copy of the letter appointing the Contract Quality Control (CQC) representative, signed by an officer of the firm, outlining the CQC representative's duties, responsibilities and authority.

1.3.1.1.2 The quality control organization in chart form showing the relationship of the quality control organization to other elements of the firm.

1.3.1.1.3 The names and responsibilities of personnel in the quality control organization involved in this project.

1.3.1.1.4 The area of responsibility and authority of each individual in the quality control organization.

1.3.1.1.5 Contractor's procedures for reviewing all samples, certificates, or other submittal documentation for contract compliance.

1.3.1.1.6 An inspection schedule, with a matrix keyed to each specific task, showing who will perform the work, who will inspect the work, and when inspection will be performed. The schedule must specify areas to be inspected on either a scheduled or

unscheduled basis and the titles of the individuals who shall do the inspection.

1.3.1.1.7 The procedures for documenting quality control operation, inspection and testing, with a copy of all forms and reports to be used for this purpose. The contractor shall include a submittal status log listing all submittals required by the specifications and stating the action required by contractor or the government. The contractor shall complete the appropriate columns of the log and name the person(s) authorized to review the submittal.

1.3.1.1.8 A method for identifying and correcting deficiencies and their causes in the quality of service performed before the level of performance is unacceptable.

1.3.1.1.9 A file of all inspections conducted by the contractor and the corrective action taken. This documentation shall be made available to the government during the term of this contract.

1.4 QUALITY ASSURANCE. The government will monitor the contractor's performance under this contract using the method of surveillance specified in the Quality Assurance Surveillance Plan. All surveillance observations will be recorded by the government. Deductions from monthly invoice amounts will not exceed those listed in the QASP and will be taken by unilateral modifications to the contract after notification to the CQCR.

1.5 PHYSICAL SECURITY. The contractor shall be responsible for safeguarding all government property provided for contractor use. At the close of each work period, government facilities, equipment and materials shall be secured.

1.5.1 KEY CONTROL. The contractor shall establish and implement methods of ensuring that all keys issued to the contractor by the government are not lost or misplaced and are not used by unauthorized persons, and shall maintain records of authorized persons responsible for keys. *No keys issued the contractor by the government shall be duplicated.* The contractor shall develop procedures covering key control that shall be included in the quality control plan. Such procedures shall include turn-in of any issued keys by personnel who no longer require access to locked areas.

1.5.1.1 The contractor shall report the occurrences of a lost or duplicated key immediately to the Contracting Officer (CO), Contract Administrator, and COTR.

1.5.1.2 In the event keys, other than master keys, are lost or duplicated, the government will replace the affected lock or locks or perform re-keying. The total cost of re-keying or the replacement of the lock or locks

shall be deducted from the monthly payment due the contractor. In the event a master key is lost or duplicated, all locks and keys from that system will be replaced by the government and the cost deducted from the monthly payment due.

1.5.1.3 The contractor shall prohibit the use of keys issued by the government by any persons other than the contractor's employees to permit entrance of persons other than personnel authorized entrance by the Contracting Officer (CO).

1.6 HOURS OF OPERATION

1.6.1 NORMAL HOURS. The facilities will be in operation 24 hours per day, seven days per week. The contractor shall perform work during normal duty hours as approved by the contracting officer. Contractor will generally perform job functions, other than janitorial service, only during normal duty hours between 7:00a.m. and 4:30 p.m., Monday through Friday. The contractor may work, with prior approval of the CO or Government representative (COTR), at no additional cost to the government, during hours outside normal duty hours.

1.6.1.1. Holidays observed by the Government employees during the term of this contract are as follows: New Year's Day, Martin Luther King Day, Washington's Birthday, Memorial Day, Fourth of July, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

****Please note that while these holidays are observed by the Federal Government, some services are required on these days.**

1.6.2 EMERGENCY SERVICES. On occasion, services may be required to support the 24-hour-per-day, 7day-per-week operation of the described facilities. If such services are perceived to be a change requiring additional cost, the contractor shall notify the Contracting Officer and submit the supporting documentation with a request for equitable adjustment in accordance with the Changes-fixed Price Clause.

1.7 CONSERVATION OF UTILITIES. The contractor shall instruct employees in utilities conservation practices. The contractor shall be responsible for operating under conditions which preclude the waste of utilities, which shall include, but not be limited to"

1.7.1 Lights shall be used only in areas where and when work is actually being performed.

1.7.2 Mechanical equipment controls for heating, ventilation, and air conditioning systems shall not be adjusted by the contractor employees unless authorized.

1.7.3 Water faucets or valves shall be turned off after the required usage has been accomplished.

1.8 ENVIRONMENTAL PROTECTION.

1.8.1. The contractor shall comply with all applicable Interstate, Federal, State and Local laws, regulations and requirements regarding environmental protection. In the event environmental laws/regulations change during the term of this contract, the contractor is required to comply as such laws come into effect. If there is an increase in cost as a result of the change, the contractor is to inform the contracting officer pursuant to notice requirements (see Changes-Fixed Price) and negotiate a modification to the contract.

1.8.2. NOTIFICATION OF ENVIRONMENTAL SPILLS. If the contractor spills or releases any substance into the environment, the contractor or its agent shall immediately report the incident to the Contracting Officer or delegated representative. The liability for the spill or release of such substances rests solely with the contractor and its agent.

1.9 Government Observations. Government personnel, other than the CO, COTR and Contract Administrator, may from time-to-time observe contractor operations. However, these personnel **MAY NOT** interfere with or direct contractor performance.

1.10 SAFETY REQUIREMENTS. In performing work under this contract, the contractor shall:

1.10.1 Conform to the safety requirements contained in the contract for activities related to the accomplishment of the work.

1.10.2 Take such additional immediate precautions as the contracting officer may reasonably require for safety and mishap prevention purposes.

1.10.3 Develop and implement at the start of the orientations period a safety plan for the protection of government facilities and property and to provide a safe work environment for contractor personnel.

1.10.4 Provide protection to government property to prevent damage during the period of time the property is under the control or in the possession of the contractor.

1.10.5 Record and report promptly to the contracting officer or designated government representative, all available facts relating to each instance of damage to government property or injury to either contractor or government personnel.

1.10.6 In the event of an accident, take responsible and prudent action to establish control of the accident scene, prevent further damage to persons or property, and preserve evidence until released by the accident investigative authority through the contracting officer.

1.10.7 Cooperate with and assist government personnel with investigations.

1.10.8 Comply with safety provisions listed in the technical publications within the Performance Work Statement as well as elsewhere in the contract.

1.10.9 Follow safety guidelines in FAA Order 3900.9 and the Occupational Safety and Health Administration (OSHA) Regulations.

1.11 LOST AND FOUND PROPERTY. It is the responsibility of the contractor to ensure that all items found by the contractor's employees are to be turned in to the COTR.

1.12 COORDINATION WITH OTHER CONTRACTORS AND GOVERNMENT EMPLOYEES. The Government may undertake or award other contracts for additional work outside the scope of this contract. It is the responsibility of the contractor to coordinate his efforts with other work going on in the area. If for any reason the contractor is prohibited or substantially delayed from performing, the contractor is to immediately notify the COTR.

1.13 SAFETY: FAA operations in certain areas within the ARTCC are directed towards the control and separation of air traffic and directly affect national security. The importance of these operations cannot be over stressed. Interference of any kind by the contractor, his/her employees, or equipment, will not be tolerated. The inadvertent flipping of a switch or turning a dial could be the disastrous in loss of man-hours, property and potentially human life. It is of the utmost importance that the noise level in these areas, particularly the Control Room, be kept to a minimum. The contractor shall not plug any of his/her power-driven equipment into any electrical outlet on the FAA equipment and/or racks. The contractor employees shall cooperate with the FAA employees in working out the best and safest methods for contract performance in FAA equipment areas.

GOVERNMENT FURNISHED PROPERTY AND SERVICES

2.0 GENERAL. The Government will provide, without cost, the facilities, equipment, materials, and/or services listed below.

2.1 PROPERTY

2.1.1. FACILITIES. The government will furnish and /or make available an office, no supplies. This facility shall be used only for purposes in support of this contract and not be used in any manner for personal advantage, business gain, or other personal business of the contractor or the contractor of the contractor's employees. Alterations may not be made to this space without prior written approval of the Contracting Officer. The Government may provide a desk, chair, file cabinet and possibly a book case. The Government does not intend to provide a telephone. The government shall also provide a storage/workshop facility for use by the contractor.

2.1.2 TOOLS AND EQUIPMENT. There are no government furnished tools or equipment included in this contract unless specifically indicated in this specification.

2.1.2.2. FACILITY EQUIPMENT INVENTORY. *There is no government furnished equipment to be provided at this time.* In the event there is government furnished equipment provided later in the performance of this contract, the government will provide the contractor a list of equipment, the contractor and a government representative shall conduct a joint inventory of all government furnished equipment listed and the contractor shall receipt for all equipment provided by the government. The contractor and a government representative shall jointly determine the working order and condition of all equipment. Items of equipment missing or not in working order shall be recorded. The government will replace missing items and repair all items not in working order or the contracting officer will direct the contractor to replace the missing item(s) or accomplish the repair and the contractor will be reimbursed therefore for all fair and reasonable expenses incurred. The Government representative will give disposition instructions for items beyond repair. The contractor and the government representative shall certify their agreement as to the working order of the equipment. If the contractor does not participate in the inventory, the contractor must accept as accurate this listing and stated condition of the equipment provided by the government. If the contractor participates in the inventory, but does not agree with the Government representative's determination as to the working order of the equipment, this failure of the contractor to agree on working order and defective shall be treated as a dispute pursuant to the clause of this contract entitled "Disputed."

2.2 RECORDS, FILES, DOCUMENTS, AND WORK PAPERS. All records, files, documents, and work papers provided by the government remain government property.

2.3 STORAGE SPACE. Storage space may be assigned, *if available*, to the contractor by the COTR for the storage of bulk supplies and the equipment which will be used in the performance of the work. The Government will not be responsible for loss and /or damage to Contractor's stored supplies, materials, equipment, or other personal belongings caused by fire, theft, accident, or otherwise. Failure to keep these facilities in a clean and orderly condition may result in the withdrawal of the use of such facilities.

CONTRACTOR FURNISHED ITEMS AND SERVICES

3.1 GENERAL. Except for those items or services specifically stated to be government furnished in Section C-3, the contractor shall furnish everything required to perform this performance work statement (PWS).

3.2 QUALITY STANDARDS. The contractor shall perform all tasks so that once accomplished, the standards stated in Section C-5 are met. Where the term

“Acceptable Quality Level” (AQL) is referenced, the Contractor is not to infer that the Contractor may knowingly perform in an unsatisfactory way. The government recognizes that mistakes sometimes result in unintentional deficiencies which may be acceptable if within the contract parameters. The contractor will still be responsible for correcting such deficiencies.

3.3. EQUIPMENT. The contractor shall furnish all equipment, materials, and tools necessary to properly perform the work defined in this contract. All equipment shall have bumpers and guards to prevent marking or scratching of fixtures, furnishings or building surfaces.

3.3.1 All electrical equipment used by the contractor shall be UL approved. This equipment must operate using existing building circuits. It shall be the responsibility of the contractor to prevent the operation or attempted operation of electrical equipment, or combinations of equipment which require power exceeding the capacity of existing building circuits.

3.4 SUPPLIES. The contractor shall furnish all necessary compounds, solvents, barrier paper, tape, paper products, hand soaps, hand sanitizers, and brushes within the appropriate specifications. Only COTR-approved chemicals, cleaning compounds and solvents shall be used. All chemicals, cleaning compounds, and solvents shall be stenciled as to content and specification. Samples of materials shall be submitted to the COTR for approval prior to the contract start date and wherever a change occurs. Material Safety Data Sheets may be submitted. Material shall meet or exceed the quality of the items.

3.4.1 Contractor shall furnish and store all expendable material and loose equipment within designated areas. (Note: the government will not be responsible for security of storage areas nor for any loss or damage to contractor equipment and supplies).

3.4.2 *Contractor shall maintain a Material Safety Data Sheet Log on site as required by Section 1, AMS 3.6.3-3 “HAZARDOUS MATERIAL IDENTIFICATION AND MATERIAL SAFETY DATA” (APRIL 1997).*
BUILDINGS DATA: (NOTE: SQUARE FOOTAGE FIGURES ARE APPROXIMATE)

4.1 DENVER AIR ROUTE TRAFFIC CONTROL CENTER (ARTCC)

(Approximately 152,662 sqf.)

ARTCC Building	115,205
Guard House	514
Engine Generator Complex	24,282
Medical Building	1,440
2 DISC Structures	1,920
Resident Engineer Trailer	550
Advanced Automation Support Bldg.	4,800
Hall between AASB and ARTCC	225
Storage Building	3,600

SECTION C-5.4

5.4 JANITORIAL SERVICES: the contractor shall perform all cleaning at the frequencies set forth by the Task and Frequency Charts. In all cases easily moveable objects shall be moved by the contractor to perform the work in this PWS.

5.4.1 BASIC CLEANING. The contractor shall provide the following basic cleaning services:

5.4.1.1. CARPET VACUUM. Vacuumed carpets shall be free of all visible litter, dust, and soil. The contractor shall vacuum throw rugs and mats in government offices to these same standards. All tears, burns, and raveling shall be brought to the attention of the COTR. The contractor shall remove all spots using only those methods recommended by manufacturers maintenance instructions and current stain removal charts. After spot cleaning the carpets shall be spot free.

5.4.1.2 SWEEP FLOORS. Swept floors shall be free of all visible litter, dust, and foreign debris. This is meant to include the entire floor surface, corners and abutments. (See NOTE below).

5.4.1.3 MOP FLOORS. Mopped floors shall be free of streaks, swirl marks, detergent residue, or any evidence of soil, stains, film, debris or standing water. There shall be no splash marks or mop streaks on furniture, walls, base boards, etc., or mop strands remaining in the area. After mopping, the floors shall have a uniform appearance. All floors accessible to floor machines including corners and abutments are to be mopped. The contractor shall not mop wood or carpeted floors. (see NOTE below).

5.4.1.4 BUFF FLOORS. The contractor shall remove all scuff marks, heel marks, and other stains and discolorations. The contractor shall apply this technique only to the portion of the flooring needing work. The contractor shall buff all floors accessible to floor machines, unless specified elsewhere as having carpet or special flooring. The contractor shall not apply wax to surfaces that have not been cleaned.

5.4.1.5. SPECIAL FLOOR SURFACES: All tiles in main lobby shall be maintained with a uniform glossy appearance, white grout shall be free of dirt, tile shall be free of smudges, swirls, streaks, stains, discoloration and scuff marks. A sealer for tile lobby shall be approved by the COTR prior to use.

NOTE: These tasks do not pertain to bathroom floor. The task of bathroom floors are included under the heading of Damp Cleaning and Disinfecting.

5.4.1.6. CLEAN WALK-OFF MATS: The contractor shall vacuum all entrance mats to remove soil and grit and to restore resiliency of the carpet pile. The contractor shall clean all mats to remove soil and grit. Soil and moisture underneath all types of entrance mats shall be removed by the contractor and mats returned to their normal location. Government furnished replacement mats shall be installed as directed by the COTR.

5.4.1.7. REMOVE TRASH: The contractor shall empty and return to their initial location all waste baskets and other trash containers within the area. All waste baskets shall have liners and liners shall be replaced as necessary. Waste baskets shall be washed, dried and returned to their original location as required. Boxes, cans and papers placed near trash receptacle and marked "TRASH" shall be removed by the contractor, and any obviously soiled or torn liners in such receptacles shall be replaced. The contractor shall dispose of trash in plastic bags secured with bag ties. The contractor shall pick up any trash that may fall in or around the facility or grounds during the removal of collected trash. The contractor shall deposit the trash in the outside trash collection point. Outside trash collection containers shall be kept closed. Any trash designated by user as "classified" shall not be touched by the contractor or sampled by the QAE. When the contractor encounters "classified" trash, it shall be reported to the QAE. Recyclable material shall be discarded in the containers provided for this purpose. Shredded paper is not recyclable.

5.4.1.7.1. The contractor shall collect all packing materials and empty shipping containers marked "TRASH" and place in designated trash receptacle.

5.4.1.8 PERFORM LOW DUSTING: The contractor shall perform low dusting, so that after dusting, all dust, lint, litter and dry soil shall be removed from surfaces of desks, chairs, file cabinets and other types of office furniture and equipment, and from ledges window sills, hand rails, moldings, etc., to a line 7'0" above the floor level. Cleaning of operational equipment must be coordinated with COTR. Cleaning products must be approved by COTR prior to application. Vacuuming of fabric covered furniture, draperies, blinds and waxing and polishing furniture is included. Typewriters, business machines, computers and equipment of similar nature shall to be dusted by contractor.

5.4.1.9 CLEAN GLASS: The contractor shall clean all glass partitions , interior and exterior glass doors, display cases, directory boards, draft shields on windows, mirror and adjacent trim, so that after cleaning the glass there shall be no traces of film, dirt, smudges, water or other foreign matter.

5.4.1.10 PERFORM SPOT CLEANING: The contractor shall perform spot cleaning on carpets by using an approved carpet spot remover. The contractor shall also perform spot cleaning by removing smudges, fingerprints, marks, steaks, etc., from washable surfaces of walls partitions, doors, drinking fountains and fixtures. The contractor shall use

germicidal detergent in restroom, locker rooms, break areas, and drinking fountains. After spot cleaning by the contractor, the surface shall have a clean, uniform appearance, free of streaks, spots, and other evidence of removed soil.

5.4.1.11 CLEAN ELEVATOR: The contractor shall clean the elevator so that when cleaning is complete the walls and doors shall be free of smudges, fingerprints, and other obvious soil. The door tracks shall be kept free of dirt, soil dead insects, and all other foreign objects. Overhead grid-style light covers shall be kept free of dust and cobwebs.

5.4.1.12 EMPTY AND CLEAN ASH TRAYS: The contractor shall empty and clean with a damp cloth or wash all ash trays in smoking areas. Government furnished ash containers for outside smoking areas shall be emptied and washed and sand provided and replaced as needed by the contractor. Contractor shall ensure that when ash trays and outside ash containers are emptied proper disposal methods are utilized to alleviate potential fire hazards.

5.4.1.13 COMMON DINING AREAS: The contractor shall clean interior and exterior of microwave ovens and refrigerators located in the cafeteria common dining area to remove hand prints, soil and food particles. The contractor shall also clean (as referenced in 5.4.1.10, SPOT CLEANING) common dining area walls, floor, and blinds. Cleaning of the cafeteria kitchen and server/service area is not the responsibility of the contractor.

5.4.2. CLEAN AND RESTOCK RESTROOMS: The contractor shall perform the following work and or services in restrooms:

5.4.2.1. DAMP CLEANING AND DISINFECTING: The contractor shall completely damp clean and disinfect all surfaces of toilet bowls, urinals, lavatories, showers, dispensers, wall partitions, stalls, stall doors: wall areas adjacent to wall mounted lavatories, urinals, toilets, bathroom floors, mirrors and other walls and doors in bathroom areas using a germicidal detergent, so that when damp cleaning and disinfecting is complete, there shall be no stains, streaks, smudges, dust or dirt of any kind on any of the listed surfaces. The contractor shall de-scale toilet bowls and urinals, so that after de-scaling, the entire surface shall be free from streaks, scale, scum, urine deposits and stains. Toilets shall be deodorized using contractor furnished solid chemical cubes. All cleaning and disinfecting solutions must be approved by the COTR prior to use.

5.4.2.2. RESTOCKING: The contractor shall restock restrooms with supplies (i.e., paper products, linens, air fresheners, etc., as each facility requires). Restrooms are to be stocked with enough products as not to run out prior to next stocking.

5.4.3 PERIODIC CLEANING: The contractor shall provide the

following periodic cleaning services:

5.4.3.1 HIGH CLEANING: The contractor shall remove all dust, lint, litter and dry soil from all services above 7'0" from the floor surface including piping and cable trays and their support. Venetian blinds, when installed, are included in high cleaning. Cleaning of operational or sensitive equipment must be coordinated with the COTR.

5.4.3.2. SHAMPOO CARPET: The contractor shall shampoo carpets, so that after shampooing, the carpeted area will be uniform in appearance and be free of stains and discoloration. The contractor shall remove all shampooing solutions from base boards, furniture, trash receptacles, chairs and other similar item. Shampoo solutions must be approved by the COTR before use.

5.4.3.3. LIGHT FIXTURES: The contractor shall keep light fixtures free of bugs, dirt, dust, grease, and other foreign matter. Fixtures that are easily removed (not requiring tools) shall be removed and cleaned; other fixtures shall be cleaned in place. Burned-out lamps and bulbs shall be replaced as necessary with contractor-furnished new lamps and bulbs.

5.4.3.4 INTERIOR AND EXTERIOR WINDOWS: The contractor shall clean the interior and exterior of window surfaces, so that after windows have been cleaned, all traces of film. Dirt, smudges, water and other foreign matter shall be removed from frames, casing, sills and glass. Screens and storm windows, if applicable, shall be cleaned to the same standards.

5.4.3.5. FLOORING SEALING: The contractor shall seal each tile floor with a sealer, recommended by the manufacture specifications and approved by the COTR, prior to waxing and buffing. The sealer shall be applied to assure a smooth uniform floor surface eliminating pits, scuffs, and any other floor abrasions.

5.4.3.6. WAX FLOORS: The contractor shall apply a uniform coat of nonskid floor finish, so that the floors have a glossy appearance, and are free of scuff marks, heel marks and other stains and discoloration. The contractor shall remove wax solutions from base boards, furniture, trash receptacles, etc. The contractor shall apply these techniques only to the portion of the floor needing work. The contractor shall wax all floors accessible to floor machines, unless specified elsewhere as having carpet or special flooring. The contractor shall not apply wax to surfaces that have not been cleaned.

5.4.4 WET FLOOR CAUTION SIGNS: The contractor shall display caution signs when cleaning floors in the area where people other than contractor personnel are present.

5.4.5 WORK HOURS: The Denver ARTCC is in operation 24 hours a day. Janitorial service is required 7 days per week (INCLUDING FEDERAL

RECOGNIZED HOLIDAYS) for all facilities (except Child Care Center, which is 5 days per week). Contractor shall have janitorial personnel available to meet Denver ARTCC hours of operation.

5.4.5.1 Services for the Control Room must be accomplished during periods of lowest activity, typically between **12:01 a.m. and 4:00 a.m.** The contractor shall ensure that operations in this area are not disturbed during peak activity periods.

5.4.5.2. GENERAL AREAS: Work to be performed in all other areas of the facility may begin as early as 3:00 p.m. daily in common area (dining, restrooms, hallways, etc.) as long as work does not interfere with building and personnel operations. Controllers' restroom should be cleaned a minimum of one time per each 8-hour shift. Common dining areas may not be vacuumed prior to 10 p.m., although thrash removal, general dusting, etc., may occur earlier.

SECTION C-5.6

5.6 LANDSCAPING AND GROUNDS MAINTENANCE SERVICE: The Contractor shall furnish all necessary labor, equipment, supplies and supervision to perform Landscaping and Grounds Maintenance service at the ARTCC facility including the Child Care Center.

5.6.1. GROUNDS DATA:

The site consists of approximately 33.29 acres as follows:

	ACRES
Parking and Driveways (asphalt)	5.55
Sidewalks, pads, ramps (concrete)	1.00
Irrigated landscaping	11.25
Native seed and vegetation area	5.89
20 foot-wide area outside perimeter fence	0.60
Xeroscape area	9.0

5.6.2 WATERING:

5.6.2.1 The contractor shall assure that all turf areas, plants, trees and shrubs are watered as required to provide adequate moisture for healthy growth of lawn and plants according to seasonal requirements.

5.6.2.2 All watering shall be done in a manner that will provide uniform coverage but will not cause erosion or damage to the finished surface. Sufficient water shall be applied to penetrate the planting bed to a depth of 4 inches.

5.6.2.3 The contractor shall assure that watering is controlled to avoid unnecessary waste as evidenced by water standing or running across pavement or street area.

5.6.2.4. The contractor shall use the government furnished irrigation system. Timing and frequency of the watering shall be adjusted to provide adequate moisture and accommodate the soil infiltration rate and shall occur during early morning and/or evening hours to reduce the amount of water evaporation during the warmest part of the day unless the COTR authorizes a deviation. The lawn sprinkling operation shall be terminated or regulated when wind is of such velocity to deflect the normal irrigation pattern from the intended area. Where and when necessary, the contractor will hand water.

5.6.3 MOWING: The contractor shall mow all turf areas at intervals of approximately seven (7) days to maintain the grass at a minimum height of approximately 2" to 2-1/4" and maximum height of 3" to 3-1/4". Clippings shall be picked up in the mowing operation or swept clean following mowing and removed from the premises. The mowing operation shall be completed with 72-hours period, weather permitting. Partial or patch mowing shall be held to a minimum, and requires the approval of the COTR.

5.6.3.1. EDGING. All planter areas and turf areas bounded by sidewalks and curbs shall be edged approximately weekly or as necessary to maintain a neat appearance. Edging of planter area shall be accomplished in such a manner that the original size and shape of the area retained and provided a sharp indentation between areas approximately 1/2" – 3/4" wide and 1-1/2" deep.

5.6.3.2. NATURAL SEED AREA: The natural seed area on the site includes up to 20 feet outside the fence. The contractor shall mow the area once to two inches height in the fall to reduce fire hazard potential during the initial term of the contract, one a month thereafter.

5.6.3.3. AERATING AND THATCHING. The contractor shall aerate a minimum of once annually at the beginning of the growing season. Thatching shall be accomplished in the spring. The contractor shall coordinate schedule for aerating and thatching with the COTR.

5.6.3.4. TRIMMING. The Contractor shall trim grass around trees, shrubs, fences, buildings, poles, and other structures, so that the height of the grass does not exceed the height of grass in adjacent areas.

5.6.3.5. DAMAGE. The contractor shall repair, replace, or reimburse the government for repairing or replacing, any items damaged during mowing, edging, trimming aerating and thatching

5.6.4. PRUNING: The Contractor shall prune all new plant material as required. Trees and shrubbery shall be pruned regularly in n to maintain

existing shape and growth and to remove diseased sections. Trimmings shall be removed from the site. Pruning shall be accomplished in accordance with commonly accepted industry practices.

5.6.5. MULCHING: The contractor shall replace mulch in mulched areas with like material (i.e., wood shavings, bark, etc). The contractor shall be responsible for fall clean-up, to prepare all landscaping for inclement weather, including but not limited to mulching, tying, trimming, or otherwise protecting the plantings against frost, ice, snow, wind and etc.

5.6.6. PLANT REPLACEMENT: The contractor shall plant any government-furnished replacement for any plant, tree, shrub, etc. which expires from normal causes, damage by others, or abnormal circumstances, under the terms of this contract at no additional cost to the government.

5.6.6.1. The contractor shall replace, at contractor's cost,, any plants, tree shrub, etc. that dies as a result of the contractor 's neglect, carelessness or improper care. The COTR shall review circumstances and determine if the need for plant replacement resulted from the contractor's action or lack thereof.

5.6.6.2. The contractor shall replace/replant, at the contractor's cost, perennial flowers in the existing flower beds.

5.6.7. RESEEDING: The contractor shall accomplish reseeding or *re-sodding* of bare spots in lawn areas with like species as required to obtain healthy lawn growth.

5.6.8. FERTILIZATION: The contractor shall determine the need fertilization and fertilize and treat all turf area, trees, shrubbery,, and native seed areas with whatever organic, weed-free fertilizer or other soil amendments are required to produce a healthy growth and soil condition as best suited for the specific turf plantings and native seed area in any given area. Reference paragraph 1.8 of this specification.

5.6.8.1. The contractor shall apply to all turf areas a fertilizer recommended for the existing soil conditions, turf type, and locality. The Contractor shall fertilize and treat all areas at least one time during early summer to maintain healthy growth.

5.6.8.2. The contractor shall notify the COTR when fertilization, weed or insecticide control or soil sterilization is to be accomplished. The type of material to be used must be approved by the COTR prior to application.

5.6.9. VEGETATION CONTROL: All lawns, planting beds and unplanted areas shall be cultivated and weeded regularly and /or treated for control by use of a recognized commercial product manufactured for this purpose, as often as may be required to keep weeds to an absolute minimum. The contractor shall provide vegetation control on the outside of the FAA fence on all four sides.

5.6.10. IRRIGATION SYSTEM: The contractor shall be responsible for the operation, maintenance and repair of all parts of the installed sprinkler system, to include replacement of worn parts and material. All replacement parts and materials shall be furnished by the contractor. The government and the contractor shall inspect the irrigation system (See Existing Deficiencies) prior to the beginning of the contract term. Upon the completion of the contract term a joint inspection will be made to determine the condition of the irrigation system. All repairs required to return the system to its condition at the start of the contract term shall be the responsibility of the contractor.

5.6.10.1 WINTERIZATION: The contractor shall winterize the system by draining the system and blowing out the piping with compressed air. Winterization of the system shall be accomplished before frost penetrates the ground generally before November 1.

5.6.10.2 SPRING REACTIVATION: The contractor shall re-activate the system in the spring. Throughout the growing season, the contractor shall inspect the system and make adjustments and repairs as required,

5.6.11. GENERAL GROUNDS CARE. The contractor shall assure that sidewalks, plaza area, parking areas, driveways and ramps are free of debris, clippings, mulching material, etc. The contractor shall sweep all sidewalks weekly during non-snow season. The parking areas, driveways, ground and fencing shall be checked weekly and any rubbish or debris shall be removed. The parking lots shall be swept or vacuumed at least once during the off-snow season, or as directed by the COTR.

5.6.11.1 STORM DAMAGE: Fallen trees, limbs, debris, silt deposited by run off, shall be removed from the area by the Contractor.

5.6.11.2 LEAF REMOVAL: The contractor shall remove leaves and/or pine tags from the area during the autumn months as necessary.

SECTION C-5.7

5.7. SNOW REMOVAL. For the purposes of this contract, snow removal efforts are anticipated to be generally required between September 1 *through April 30*, which is considered the snow season in the Denver area One snow event equaling 8 hours. Estimated snow events – 40. The contractor shall begin removing snow as soon as snow covers walkways, ramps and patio. The contractor shall be responsible for snow removal of parking lots, walkways, ramps, stairways, and patios, starting with the street to the daycare facility, the primary walkways to the main facility, handicapped parking spaces and then completing the balance of parking lot areas to include island walkways.

5.7.1. NOTIFICATION. The COTR shall notify the contractor when snow removal is required generally after the accumulation of 1 inch of snow on the sidewalk. During non business hours, weekends, and holidays, the ESU Technician on duty shall notify the contractor when snow removal is required.

5.7.2 RESPONSE. The contractor shall respond within 30 minutes of notification during standard hours, and prior to 7:00 a.m. during nonstandard hours, to remove snow from sidewalks, stairways, ramps, patio, and handicapped parking spaces. The Contractor shall respond within one hour of notification for general parking lot snow removal during standard hours and shall have parking areas cleared prior to 7:00 a.m. during nonstandard hours. The contractor shall plan for appropriate or additional resources for the timely removal of heavy snowfalls.

5.7.3. SNOW REMOVAL AREAS. The Contractor shall remove snow from all sidewalks, stairways, ramps, patio, Resident Engineer's trailer walkway, Child Care Center, length of sidewalk parallel to 17th Avenue fence from corner to corner, and from 17th Avenue security gate entrance/s throughout all parking areas, around all exterior buildings, and cooling towers.

5.7.3.1 The Contractor may use parking area adjacent to where snow is being removed on the east to pile excess snow as identified by the COTR. The contractor shall use caution around curbs, parking lot islands, light poles, plantings, landscaping, and building to prevent damage to concrete.

5.7.4. CHEMICALS. The contractor shall use only those chemicals approved by the COTR and which do not damage the paved surfaces, plantings or lawns. Salt shall not be used.

SECTION C-5.9

5.9 REFUSE REMOVAL/DISPOSAL. The Contractor shall establish and maintain a program for refuse removal and disposal in contractor-provided approved containers for removal and disposal.

5.9.1 The contractor shall provide as many approved containers as necessary for trash collection. Contractor shall have containers emptied as frequently as so that debris never exceeds the size of the receptacles, resulting in blowing around the grounds.

5.9.2. The contractor shall periodically review refuse volume and adjust pickup schedule and /or size of refuse container accordingly to meet facility requirements.

5.10 RECYCLABLE MATERIAL REMOVAL/DISPOSAL. The Contractor shall establish and maintain a program for recycling of materials and provide as many approved containers as needed in contractor-provided approved containers for removal and disposal.

5.10.1The contractor shall remove all recyclable products from the facility to the recyclable containers provided by the contractor. Shredded paper products are not recyclable and should be treated as trash.

QASP FOR GROUNDS

REQUIRED SERVICE	PERFORMANCE STANDARD	ALLOWABLE DEVIATION	METHOD OF SURVEILLANCE	DEDUCTION FOR DEVIATION
LANDSCAPING				
SPRINKLER SYSTEM & WATERING	LAWN APPEARS HEALTHY & GREEN, NO BROWN OR BARE PATCHES ARE VISIBLE	0% OF LAWN	RANDOM INSPECTION	20%
MOWING	ACCOMPLISHED ON SCHEDULE, NO CLIPPINGS VISIBLE	0%	RANDOM INSPECTION	20%
EDGING	ACCOMPLISHED ON SCHEDULE, SHARP, NEAT APPEARANCE	0%	RANDOM INSPECTION	10%
NATURAL SEED AREA	MOWN AS REQUIRED	0%	RANDOM INSPECTION	8%
AERATING	ACCOMPLISHED AS SCHEDULED	5%	RANDOM INSPECTION	1%
PRUNING	ACCOMPLISHED AS SCHEDULED, EXISTING SIZE & SHAPE MAINTAINED	3%	RANDOM INSPECTION	2%
MULCHING	ACCOMPLISHED AS REQUIRED	3%	RANDOM INSPECTION	2%
PLANT REPLACEMENT	ACCOMPLISHED AS REQUIRED	5%	RANDOM INSPECTION	3%
RESEEDING	ACCOMPLISHED AS REQUIRED	1%	RANDOM INSPECTION	1%
FERTILIZATION	ACCOMPLISHED AS REQUIRED	3%	RANDOM INSPECTION	4%
VEGETATION CONTROL	NO MATURE WEEDS ARE VISIBLE IN LAWNS, BEDS, OR PAVED AREAS	0%	RANDOM INSPECTION	15%
IRRIGATION SYSTEM	MAINTAINED AND INSPECTED AS REQUIRED	0%	RANDOM INSPECTION	10%
GENERAL GROUNDS CARE	SIDEWALK GUTTERS AND STORM DRAINS ARE CLEAR OF DEBRIS EVERY WEEK	5%	RANDOM INSPECTION	1%
	NO DEBRIS IS FOUND ON GROUNDS AFTER SCHEDULED CLEANING	5%	RANDOM INSPECTION	1%
	ALL RUNNERS, SHOOTS, AND SUCKERS HAVE BEEN REMOVED	3%	RANDOM INSPECTION	1%
	FALLEN LEAVES & BRANCHES, AND DEAD BLOSSOMS & PLANTS ARE REMOVED REGULARLY DURING SCHEDULED CLEANING	5%	RANDOM INSPECTION	1%

(JANITORIAL)

QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)

The following schedule outlines the Government's plan for ensuring contract performance, including maximum deductions which may be taken should deficiencies be found for the noted services. The Government shall, at its option, require corrective action or take a deduction from the monthly invoice. The contractor will be notified of any discrepancies found, and shall have an opportunity to respond to the deficiencies.

The Government has the right to inspect services at any time. Any random inspection shall take into consideration the normally scheduled times and frequencies required for service performance. The janitor on duty (or supervisor when applicable) shall be notified at the time any random inspection is conducted (not in advance), and may accompany the COTR on the inspection at the janitor's discretion.

A form documenting customer complaints shall be used when any complaint is brought to the COTR regarding services on this contract. The COTR is required to verify the complaint, documenting the method and findings on the form. The COTR will notify the contractor of the nature of the complaint, requiring correction when applicable, and will notify the Contract Administrator should contracting actions be requested. In no instance will an unverified complaint be the basis of any deduction being taken for deficient performance.

The contractor is entitled to a joint monthly inspection each month. The contractor shall coordinate with the COTR when a joint inspection is needed. The COTR may initiate a joint inspection also, which will be coordinated with the Contractor Quality Control Representative or his designee.

The COTR is entitled to review the results of the contractor's quality control program and internal inspections upon request.

<u>REQUIRED SERVICE</u>	<u>PERFORMANCE STANDARD</u>	<u>ALLOWABLE DEVIATION</u>	<u>METHOD OF SURVEILLANCE</u>	<u>MAXIMUM DEDUCTION FOR DEVIATION</u>
FLOORS				
Tile, concrete, and stairwells cleaned IAW specifications	Free of litter, dirt, stains & scuff marks, streaks & swirls, standing water, & have uniform glossy appearance	None for red entry tile, 3% for all other areas	Random Inspection/ Customer Complaint	8%
Carpet cleaned IAW specifications	Free of stains, vacuumed IAW frequency schedule	3%	Random Inspection/ Customer Complaint	6%
Other required services	Frequency Schedule met	3%	Random Inspection	1%
LOW CLEANING				
Walls	Free of dust, fingerprints, spots, scuffs, & other marks	3%	Random Inspection/ Customer Complaint	3%
Formica Cabinets & Decorative Woodwork	Polished so that surfaces are free of dust, spots, fingerprints, scuff & other marks	5%	Random Inspection/ Customer Complaint	2%
Unpainted metalwork, doornobs, switch plates, hardware, extinguishers, etc	Free of dust, polished	5%	Random Inspection/ Customer Complaint	1%

Chalk & white boards	Free of chalk marks, fingerprints, straks, and written material (unless reserved)	5%	Random Inspection/ Customer Complaint	1%
HIGH CLEANING				
Windows & Glass Foyer, Sign-in window, cafeteria hall ONLY	Free of dust, fingerprints, streaks, haze	None in foyer, 3% in all other	Random Inspection/ Customer Complaint	5%
Plenums	Free of dust & litter	3%	Random Inspection/ Customer Complaint	3%
Painted Ceiling	Washed & free of dust	5	Random Inspection/ Customer Complaint	2%
FURNITURE & APPLIANCES				
Furniture	Free of dust, new spots, stains, & scuff & other marks	5%	Random Inspection/ Customer Complaint	2%
Refrigerators	Clean inside & out, free of spoiled food, spills, marks, dust & odors	2%	Random Inspection/ Customer Complaint	2%
Microwaves	Clean inside & out, free of dust, food spills, and dirty marks	1%	Random Inspection/ Customer Complaint	2%
Waste Containers, recycling bins, & ash receptacles	Clean inside & out, free of trash, ash, spots, dirty marks, & odors	none	Random Inspection/ Customer Complaint	6%
Flight strip racks & consoles	Free of dust, lint smudges, scuff & other marks	3%	Random Inspection/ Customer Complaint	3%
Drinking fountains	Disinfected, polished, & free of spots, stains, scale & other dirty marks	None for disinfect, 3% all other	Random Inspection/ Customer Complaint	2%
Spencer central vacuum cleaner	Free of dust and marks, clean filters, empty holding container	3%	Random Inspection	2%
Paper shredders	Free of dust & marks, can/bags empty	3% for dust, none for empty	Random Inspection/ Customer Complaint	3%
Breakrooms	Counters, sinks, & cabinets are free of dust, spills, stains, & other marks	3%	Random Inspection/ Customer Complaint	4%
RESTROOMS				
Commodos, urinals, floors, sinks, & shelves	Free of scum, film, scuff marks, water spots, & odors, & Disinfected.	none	Random Inspection/ Customer Complaint	8%

Stall walls	Free of dust, scum, spots, & other marks	2%	Random Inspection/ Customer Complaint	4%
Fixtures, dispensers, & visible plumbing	Free of dust, film, water marks, fingerprints & other marks, & Disinfected	2%	Random Inspection/ Customer Complaint	3%
Dispensers	Unclogged, & contain adequate supply of soap	3%	Random Inspection/ Customer Complaint	2%
Mirrors	Free of spots, streaks, haze & film	5%	Random Inspection/ Customer Complaint	1%
ELEVATOR & HANDICAP LIFT				
Both	Free of dust, litter, scuffs & other marks	5%	Random Inspection/ Customer Complaint	1%
TELEPHONE BOOTHS				
Booths	Free of writing on walls or shelves, dust, litter, scuff marks, fingerprints, & smudges on glass	5%	Random Inspection/ Customer Complaint	2%
Telephone instrument	Free of dust & fingerprints, & Disinfected	none	Random Inspection/ Customer Complaint	1%
OUTDOOR AREAS				
Outside Front Entrance	Free of debris, leaves, & other trash	2%	Random Inspection/ Customer Complaint	6%
Glass doors & other glass in front entrance	Free of debris, leaves, & other trash	2%	Random Inspection/ Customer Complaint	6%
Loading dock areas	Free of debris, litter, pallets, & other items marked for disposal	3%	Random Inspection/ Customer Complaint	3%
Outdoor stairways & stairwells	Free of debris, litter, & leaves	3%	Random Inspection/ Customer Complaint	2%
Smoking areas	Free of debris, litter & leaves, & ash receptacles are kept from overflowing	none	Random Inspection/ Customer Complaint	3%

	Basic Cleaning										Special Requirements					Periodic Cleaning														
	Remove Trash	Vacuum Carpet	Sweep Floors	Mop Floors	Floor Maintenance	Waff-off Mats	Low Cleaning	Glass Cleaning	Drinking Fountains	Chalk / Marker Boards	Spot Cleaning	Concession/Cleaning	Central Vacuum System	Counter / Sink / Tables / Microwave	Clean / Supply Restrooms	Lamp Replacement	Minor Construction Cleanup	Elevator Cleaning	Walks / Grounds	High Cleaning	Windows Interior	Windows Exterior	Light Fixtures	Control Room Bridge (bridge side)	Control Room Bridge Glass (Cont. Rm)	Shampoo Carpets	Vacuum / Dust Flight Strip Tracks	Tops and Sides of Plenums	Inside Plenums	
Restrooms (except medical)	ES	ES	AR	ES	W	ES	ES	ES		ES	ES			ES	ES	ES	AR				D		Q							
Restrooms (medical)	DS5	DS5	DS5	DS5	DG1	DS5	DS5	DS5	DS5	DS5	DS5				DS5	DS5					Q	Q	M							
Corridors & Stairways	D	D	D	D	W	D	W	D	D	D	ES	D		D		ES	AR				Q	Q	Q	W			Q			
Offices	D	D	D	D	W		W	D	D	D	ES					ES	AR				Q	Q	Q				Q			
Training & Conference	D	D	D	D	W		W	D	D	D	ES					ES	AR				Q	Q	Q				Q			
Control Room / ISSS	ES	D	D	D	W		W	D	D	D	ES		W			AR	AR				2W	D				Q	Q	M	Q	W
Elect / Mechanical Rooms	D	D	D	D	W	D	W	D	D	D	ES		W	D		ES	AR	D			S	Q	Q				Q			
Locker / Break Rooms	D	D	D	D	W	D	W	D	D	D	ES			D		ES	AR				Q	Q	Q				Q			
Utility Chases and Storage Rms	D	W	W	S	W		W	W			ES					AR	AR				S		S							
Stairs and Landings to Attics		W	M	W	W		W	W			W					ES	AR				Q		Q							
Telco Rooms	D	W	W	M	W		W	W	W	W	ES					ES	AR				S		S							
Medical Building	DS5	DS5	DS5	W	D	W	D	W	D	D	ES			D		DS5	AR				Q		Q				Q			
Cafeteria	ES	D	D	D	DS1	D	DS5	D			ES	D		ES		ES	AR				Q	M	M				Q			
Loading Dock / Ramps	ES	D	AR	D	D	D	DS5	M								ES	AR	D			Q	Q	Q							
Electrical Equip. Rooms	ES	D	D	D	W	D	DS5	D	ES	D	ES		W	D	ES	ES	AR				Q	Q	Q				Q			
Host Floor Rooms	D	D	D	D	DG1	D	DS5	D	D	D	AR		D	D	ES	ES	AR				Q		Q				Q			
Elevator / Handicap Lifts	D				W		W				D																			
Lobby / Entrances	D		D	D	W	D	DS5	D	D	D	D					ES	AR				Q	D	M							
AAS Building	D	W5	W5		W5	W5	W	W	D		D			D	D	D	ES	AR			Q	Q	Q	Q			Q			
Trailers	W5	W5	W5	W5	W5	W5	W	W	D		D		D	D		D	AR				Q	Q	Q	Q			Q			
Storage Building	D		M			D	M	M			W					D	AR	D			Q	Q	Q	Q						
Guard Shelter	D	D	D	D	W	D	D	D			D			D	D	D	AR	D			Q	W	M							
NEOF Area	D	D	D	D	DG1	D	DS5	D	D	D	AR		D	D	ES	ES	AR				Q		Q				Q			
Refrigerators							W				D																			
Storage Rooms	W5		W	W	W		W				W					D	AR				Q	Q	S							
Window Sills / Ledges																						S								
Power / Garage / Shop	D	D	D	D	W	D	D	D	D	D	D			D	D	D	AR				Q	Q	S							
Smoking Shelter / Patio	ES		D	AR	D	D					D								D		Q	Q	Q							

AR - AS REQUIRED. By recognition of the need for accomplishment by the Contractor or COTR.

DS5 - DAY SHIFT. (Administrative shift - 0700 - 1600) 5 days per week Monday through Friday

M - MONTHLY. Performed at least once each month in accordance with approved schedule.

S - SEMIANNUALLY. Performed at least once each 6-month period in accordance with an approved schedule

DG1 - DAY SHIFT. At least once each week

D - DAILY. At times to provide minimum disruption of work activities

ES - EACH SHIFT. Performed as required to meet performance standard on each 8 hour shift

Q - QUARTERLY. Performed at least once each 3-month period in accordance with an approved schedule

W - WEEKLY. Performed at least once a week.

W5 - 5 DAYS A WEEK. Monday through Friday.

JR JETS CHILD CARE CENTER- LONGMONT, CO

C. 1 **SCOPE OF WORK:** The Contractor shall provide all labor, equipment, tools, supplies, supervision and other items or services necessary to provide complete Janitorial Services for the Jr. Jets Childcare Center (CCC) at the Denver Air Route Traffic Control Center located in Longmont, Colorado. The contractor shall be responsible for maintaining all janitorial services, rodent and pest control, and for refuse removal/disposal. The contractor shall perform to the standards and specifications in this contract.

C.2 **BUILDING DATA:**

- a, The childcare center is approximately 6,400 square feet

C.3 **SERVICE REQUIREMENTS:**

a. The janitorial services at the Longmont FAA CCC shall be provided between the hours of **7:00pm-5:00am.**

b. Holidays observed by the Government employees during the term of this contract are as follows: New Year's Day, Martin Luther King Day, Washington's Birthday, Memorial Day, Fourth of July, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

****Please note that while these holidays are observed by the Federal Government, services are required five times per week, Monday through Friday.**

C.4 **CONTRACTOR PERSONNEL:**

- a. Project Manager - The Contractor shall provide a Project Manager (PM)/Supervisor who shall be responsible for the performance of the work. The name of this person and an alternate(s), who shall act for the contractor when the manager is absent, shall be designated in writing to the Contracting Officer (CO) prior to contract start date. The manager and assistant manager shall be knowledgeable and in complete control of the contract office files and records.
 - (1) The PM shall have full authority to act for the contractor on all matters relating to daily functions of the contract.
 - (2) The PM or alternate shall be available during normal duty hours to meet with the Contracting Officer's Representative (COR) to discuss immediate problems. The PM or alternate shall respond within 2 hours after notification. The Contractor shall provide a telephone number for the PM.
 - (3) The PM shall be able to read, write, speak and understand the English language.
- b. Contract Employees - The government reserves the right to restrict the employment of any contractor or prospective contract employee, who is identified as a potential threat to the health, safety, security, general well-being, or operational mission of the installation and its population. Employees of the contractor, in the performance of this contract, are subject to security investigation as specified within Section C.5.

- (1) The Contractor shall furnish the COR, a list of the names of personnel who will be performing work in the building. Only authorized personnel will be permitted in the

area. Keys shall be released only to personnel approved by the COTR. This list must be maintained and kept current to include new hires or terminated employees.

- (2) Contractor personnel shall be physically able to do their assigned work and shall be free of communicable diseases. They shall present a neat appearance and be easily recognized. This may be accomplished by wearing distinctive clothing bearing the name of the company or by wearing appropriate badges which contain the company name and employee name.
- (3) The Contractor shall not employ any person who is an employee of the United States Government as the employment of that person would create a conflict of interest.
- (4) Neglect of duties shall not be condoned; sleeping on duty, unreasonable delay or failure to carry out assigned tasks, conducting personal affairs during duty hours, or use telephones, copy machines, computers, or other equipment provided for official Government use for other than official business.
- (5) The Contractor and his/her employees shall be subject to all rules and regulations relative to entering and leaving the facility.
- (6) Contractor employees will report fires and hazardous conditions to the Childcare Director and COTR. Items in need of repair, such as flickering or non-operating lights, leaky faucets, toilet stoppages, etc; shall be reported to the Childcare Director and the COTR.

C.5 SECURITY REQUIREMENTS:

- a. The Contractor and each of his/her employees engaged in work under this contract shall execute and submit on original forms to the Civil Aviation Security Office: (See Part II, Section I, 3.14-2 Contractor Personnel Suitability Requirements) FD-258 Fingerprint Card, SF 85P Questionnaire for Public Trust Positions, and (where required) DOT F 1681 Identification Card/Credential Application to include 2 color photos for each employee with names printed legibly on back. Pictures must be taken at eye level with full face view and be large enough to be trimmed to 1-1/4" x 1 5/8". These forms must be received completed by the Civil Aviation Security Office not later than 30 calendar days from the first day of work. Original forms shall be provided by the CO.
- b. Employees without properly executed forms will not be allowed access to any work site.
- c. All Contractor personnel who receive favorable security clearances will be allowed to continue to perform work under the contract. Any individual who is found to be otherwise unsuitable will be removed from work under the contract.
- d. All Contractor personnel shall comply with guidelines for access to Federal installations as coordinated through the COR. All changes of personnel shall be coordinated with the Security office prior to entry onto any FAA leased and/or owned property. The Contractor is required to comply with all security regulations and directives as identified herein, and other security requirements as are shown elsewhere in this contract.

- e. The Contractor shall furnish to the Civil Aviation Security Office the following information:

1. Complete name of each employee
Current address
Date of birth

This information is required a minimum of seven (7) days prior to execution of work. This list must be kept current.

- f. Contractor personnel are not authorized access to any area where classified information is used, stored, or processed. If visual, aural, or physical access to classified materials is made, even inadvertently by contractor personnel, they are required to be debriefed by the Control Point Manager.
- g. All Contractor employees shall wear nametags furnished by the Contractor with a minimum of the employees' last name. In addition, the nametags worn by the PM and supervisors shall indicate their job titles.

C.7 KEY CONTROL:

- a. Keys will be given to personnel approved by the COTR. Final payment will be withheld until all keys have been returned as verified by the COTR.
- b. Keys issued to the contractor by the Government shall not be duplicated.
- c. The Contractor shall report the occurrence of a lost key to the COTR not later than the next workday.
- d. The Contractor may be required to reimburse the Government for replacement of locks or re-keying as a result of contractor loss of keys. In the event a master key is lost or duplicated all locks and keys for that system shall be replaced by the Government at the total cost deducted from the monthly payment due the Contractor.

C.8 MATERIALS:

The Contractor shall furnish all supplies, materials, and equipment necessary for contract work, including, but not limited to:

Cleaners	Floor Wax
Deodorants	Paper Towels (Restrooms)
Detergents	Toilet Tissue (good quality)
Hand Soap	Dust Control Rags
Polishes	Plastic Trash Can Liners
Toilet Seat Covers	Light Bulbs and Starters

NOTES: All materials which the Contractor proposes to use shall be as specified/based on manufacturer recommendations. The Contractor shall furnish the COTR with Product Data and Material Safety Data Sheets for all chemicals stored on-site.

C.9 EQUIPMENT AND TOOLS:

- a. Within 48 hours after receipt of award, the Contractor shall submit to the COTR for approval, a complete list of the equipment to be used as deemed necessary to properly perform the work defined in this contract.
- b. Equipment shall include, but is not limited to, buffing, polishing, and scrubbing machines for use on floors and walls, vacuum cleaners, wet and dry lift and necessary attachments, a dust free vacuum cleaner, ladders, buckets, mops, cloths, brushes, squeegees, brooms, bulk waste receptacles, trash bins, etc; unless otherwise provided for.
- c. Equipment used shall be in safe operating condition and suitable grade for purpose intended.
- d. All equipment shall have bumpers and guards to prevent marking or scratching of fixtures, furnishings, or building surfaces.
- e. All electrical equipment used by the Contractor shall meet all safety requirements of this contract and shall be UL approved. This equipment must operate using existing building circuits and shall not be operated from critical power circuits. It shall be the responsibility of the contractor to prevent the operations or attempted operation of electrical equipment, or combination of equipment which require power exceeding the capacity of existing building circuits.

C. 10 UTILITIES: Electrical power will be furnished by the Government at existing power outlet for the operation of equipment that is necessary to perform building maintenance. Hot and cold water will also be available for performance of the work.

C. 11 CONSERVATION OF UTILITIES: The Contractor shall be responsible for instructing employees in utilities conservation practices. The Contractor shall be responsible for conserving utilities, which shall include, but not necessarily be limited to:

- a. Lights shall be used only in areas where and at the time when work is actually being performed unless otherwise directed by the COTR.
- b. Mechanical equipment controls for heating, ventilation and air conditioning systems will not be adjusted by contract employees.
- c. Water faucets or valves shall be turned off after the required usage has been accomplished.

C.12 STORAGE SPACE. JANITOR'S CLOSETS AND LOCKER ROOMS:

- a. Space may be assigned to the Contractor by the COTR for storage of bulk supplies and equipment used in performance of the work.
- b. The Government will not be responsible for damage and/or loss to contractor's stored supplies, materials, equipment, or the personal belongings of contractor's employees occasioned by fire, theft, accident, or otherwise.
- c. Failure to keep any of the facilities described above in a clean and orderly condition, unsatisfactory to the COTR, may result in the withdrawal of the privilege of using them.

C.13 COORDINATION WITH OTHER CONTRACTORS AND GOVERNMENT EMPLOYEES: The Government may undertake or award other contracts for additional work. It is the responsibility of the contractor to coordinate hi/her efforts with other work going on in the area. If for any reason the contractor is prohibited or substantially delayed from performing, the contractor is to immediately notify the COTR.

C. 14 QUALITY CONTROL: The Contractor shall establish and maintain a complete Quality Control Program (QCP) to ensure the requirements of the contract are provided as specified. One copy of the Contractor's Quality Control Program shall be provided to the CO/COTR not later than the Pre-Performance Conference. An updated copy must be provided to the CO/COTR on the contract start and as changes occur. The plan shall include, but not be limited to, the following:

- a. A scheduling system, based on the services indicated in the task and frequency charts for cleaning, and the indicated time frames shown in the remarks column. The schedule shall show, by building and area, the day and shift when tasks will be accomplished. The contractor shall comply with the submitted schedules as approved by the CO/COTR.
- b. The methods used, for identifying and preventing deficiencies in the quality of services performed before the level of performance becomes unacceptable.
- c. On-site records of all inspections conducted by the contractor, and necessary corrective actions taken, shall be made available to the Government during the term of the contract.

C. 15 QUALITY ASSURANCE: The Government will monitor the Contractor's performance under this contract using the quality assurance procedures specified in the Quality Assurance Surveillance Plan (QASP).

- a. Performance Evaluation Meetings: The Project Manager shall meet with the Quality Assurance Engineer (QAE)/COTR weekly during the first month of the contract. Meetings will be held as often as necessary thereafter, as determined by the QAE/COTR, and whenever a Contract Discrepancy Report (CDR) is issued. A mutual effort will be made to resolve all problems identified and written minutes of these meetings will be signed by the Contractor's Project Manager and QAE/COTR. Should the contractor not concur with the decisions in the minutes, the contractor shall state areas of non-concurrence to the Contracting Officer in writing.

C.16 STANDARDS FOR QUALITY OF WORK:

- a. Carpet Cleaning: All stains, dirt, oil spots, etc., shall be removed. Cleaning shall be scheduled to allow adequate drying time. If required, a deodorizer shall be utilized to remove odors. Furniture shall be moved to allow cleaning of the entire area. There shall be no fusing as a result of harsh scrubbing.
- b. Changing Board: Detergent shall remove all soil from the changing board. A cleaner disinfectant shall be used daily to ensure the surface is germ free and odor free. No smudges, soil, or streaks are allowed.
- c. Clean Appliances: Surface areas of appliances shall be cleaned with appropriate cleaners. Surface areas shall be grease and dirt free. Appliances shall shine, no smears or streaks shall be on surfaces.

- d. Damp Mopping and Spray Buffing: Floors shall be thoroughly cleaned and free of streaks. Walls, baseboards, and other surfaces shall be free of splashing and markings from the equipment. The finished area shall have a uniform luster.
- e. Damp Wiping: (Mirrors) Mirrors shall be clean and free of dirt, streaks, and spots.
- f. Drinking fountains: damp wipe metal, polish bright work, and apply a disinfectant type cleaner to water spigot
- g. Dusting: All surfaces shall be dusted to ensure a dust free environment.
- h. Elevated Cleaning: All surfaces shall be clean and free of dust, dirt, smudges, etc.
- i. Finishing: Walls, baseboards and other surfaces shall be free of finish residue and marks from the equipment. Floors shall be thoroughly cleaned and free of streaks.
- j. Fixture Cleaning: Porcelain fixtures and metal surfaces (washbasins, urinals, toilets, shower stalls, etc.) shall be clean and bright; there shall be no dust, spots, stains, rust, green mold, encrustation or excess moisture.
- k. Interior Glass Cleaning: Glass shall be clean and free of dust, dirt, streaks, watermarks, and grime.
- l. Outlets: Replace all electrical outlet safety caps after use or removal during cleaning operations.
- m. Policing: Toilet rooms shall be free of all paper, trash, empty bottles and other discarded material.
- n. Porcelain or Stainless Steel Cleaning: Washbasins shall be clean and bright, no dust, spots, stains, green mold, encrustations, or excess moisture
- o. Sealing: Sealant must adhere to the floor. All floor areas must be evenly coated. Spots and stains shall be eliminated.
- p. Servicing: All supplies shall be provided and dispenser shall be filled. Waste receptacles shall be emptied and sanitary napkin receptacles shall be emptied, cleaned, disinfected, and new bags inserted.
- q. Snow and Ice Removal: Remove all snow and ice from the sidewalks at front entrance. This does not include driveway or parking lots.
- r. Spot Cleaning: Smudges, marks or spots shall be removed without causing unsightly discolorations. Include spot cleaning of the following items: air supply/return vents, top of appliances, kick plates, wall outlets and switches.
- s. Spot Clean Carpet: Daily spot cleaning shall ensure thorough removal of any stains, dirt, grease, etc. Deodorizers may be required to alleviate odors. Spots cleaned shall blend in with overall carpet appearance. No evidence of fusing caused by harsh rubbing or brushing.

- t. Stripping: All old finish coats of wax shall be removed. There shall be no evidence of gum, rust, burns, or scuff marks. There shall be no build up in corners or crevices.
- u. Sweeping. Wet Mopping or Scrubbing: The floors shall be clean and free of dirt, dust, water streaks, string, gum, grease, tar, etc., and present an overall appearance of cleanliness. All surfaces shall be dry and corners shall be clean.
- v. Thorough Dusting: There shall be no dust streaks. Corners, crevices, moldings, and ledges shall be free of all dust. There shall be no spots or smudges on dusted surfaces caused by dusting tools. When inspected with a flashlight, there shall be few traces of dust on any surfaces.
- w. Vacuuming: Thoroughly vacuum pedestrian traffic areas, plus under and around furniture. No dust, paper scraps, etc., shall remain on the floor.
- x. Wall Cleaning: Smudges, marks or spots shall have been removed without causing unsightly discoloration.

C. 17 REFUSE REMOVAL/DISPOSAL: The Contractor shall establish and maintain a program for refuse removal and disposal in contractor provided approved containers for removal and disposal.

- a. The Contractor shall provide as many approved containers as necessary for trash collection. Contractor shall have containers emptied as frequently as so that debris never exceeds the size of the receptacles, resulting in blowing around the grounds.
- b. The Contractor shall periodically review refuse volume and adjust pickup schedule and/or size of refuse container accordingly to meet facility requirements.

C.18 PEST AND RODENT CONTROL:

- a. The Contractor shall provide pest and rodent control on a quarterly basis and must be scheduled with the COR . Contractor shall provide any needed sprays, capture containers, etc.

JANITORIAL SERVICES Jr. Jets Childcare Facility - Longmont, Colorado

ITEM NO:	REQUIREMENT:	FREQUENCY:
	GENERAL CLEANING:	
1	Empty wastebaskets	Daily
2	Dust horizontal surfaces of all adult furniture building ledges	Daily
3	Clean all counter tops in the kitchen, changing areas, and the main entrance	Daily
4	Clean sinks and mirrors. Supply paper towels and soap	Daily
5	Sweep and mop or scrub floor	Daily
6	Thoroughly vacuum all carpet	Daily
7	Spot clean carpet to remove spots	Daily
8	Spot clean walls, windows, view panels, door knobs, and mirrors	Daily
	RESTROOMS:	
9	Sweep and wet mop or scrub toilets using a cleaner-disinfectant	Daily
10	Clean all surfaces and fixtures to include mirrors, waste receptacles, wall surfaces, and dispensers, utilizing a cleaner disinfectant	Daily
11	Empty waste receptacles. Services towels, soap, and toilet paper	Daily
	SOILED DIAPERS RECEPTACLE:	
12	Remove and seal plastic bags containing soiled diapers to designated area	Daily
	POLICE:	
13	Remove trash. Clean drinking fountains and clean door glass to remove fingerprints, smudges, etc.	Daily as needed
14	Remove trash from outdoor play area	Daily as needed
	OFFICE SPACE:	

15	Dust vertical and under surfaces of furniture (knee wells, chair rung, table leg, etc.)	1 time per week
	FLOOR MAINTENANCE:	
16	Damp mop and spray buff all hard and resilient floors	1 time per week
	GLASS & WALL SURFACES:	
17	Damp wipe both sides of glass indoors, view windows, partitions, end book cases, and any other glass within 70" of the floor	1 time per month
	HIGH CLEANING:	
18	Dusting or vacuuming all surfaces approx. 70" or more from the floor	4 times per year
	CARPET CLEANING:	
19	Shampoo or dry clean all carpet. Note: Operation shall be scheduled on weekends to allow for thorough drying.	4 times per year
	WASH WALLS:	
20	Wash walls using a germicidal solution as prescribed by COTR	Daily as needed
	STRIP AND REFINISH:	
21	Strip and refinish bare floor area using approved methods and chemicals	2 times per year

******CHILDCARE CLEANING ACCOMPLISHED BY THE PROVIDER:**

You can expect the child care staff to clean the toys and childrens' furniture. While an exact frequency is not prescribed, if you find things dirty, you can ask them to clean them. The staff is also responsible for cleaning the kitchen appliances interiors. It would be expected that janitors would wipe down the refrigerator fronts if you have commercial equipment.

PART I - SECTION E
INSPECTION AND ACCEPTANCE

3.10.4-4 Inspection of Services--Both Fixed-Price & Cost Reimbursement (April 1996)

- (a) 'Services,' as used in this clause, includes services performed, workmanship, and material furnished or utilized in the performance of services.
- (b) The Contractor shall provide and maintain an inspection system acceptable to the Government covering the services under this contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the Government during contract performance and for as long afterwards as the contract requires.
- (c) The Government has the right to inspect and test all services called for by the contract, to the extent practicable at all times and places during the term of the contract. The Government shall perform inspections and tests in a manner that will not unduly delay the work.
- (d) If the Government performs inspections or tests on the premises of the Contractor or a subcontractor, the Contractor shall furnish, and shall require subcontractors to furnish, without additional charge if a fixed-price contract, all reasonable facilities and assistance for the safe and convenient performance of these duties.
- (e) If any of the services do not conform with contract requirements, the Government may require the Contractor to perform the services again in conformity with contract requirements, at no increase in contract amount, or if a cost reimbursement type contract, for no additional fee. When the defects in services cannot be corrected by re-performance, the Government may:
- (1) Require the Contractor to take necessary action to ensure that future performance conforms to contract requirements and
 - (2) Reduce the contract price, or any fee payable under the contract, to reflect the reduced value of the services performed.
- (f) If the Contractor fails to promptly perform the services again or to take the necessary action to ensure future performance in conformity with contract requirements, the Government may:
- (1) By contract or otherwise, perform the services and charge to the Contractor any cost incurred by the Government that is directly related to the performance of such service, (or if a cost reimbursement contract, reduce any fee payable by an amount that is equitable under the circumstances), or
 - (2) Terminate the contract for default.
- (End of clause)

PART I - SECTION F
DELIVERIES OR PERFORMANCE

3.1-1 Clauses and Provisions Incorporated by Reference (July 2011)

This screening information request (SIR) or contract, as applicable, incorporates by reference the provisions or clauses listed below with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available, or offerors and contractors may obtain the full text via Internet at: <http://conwrite.faa.gov>.

(End of clause)

3.10.1-9 Stop-Work Order (October 1996)

3.10.1-11 Government Delay of Work (April 1996)

PART I - SECTION G
CONTRACT ADMINISTRATION DATA

3.1-1 Clauses and Provisions Incorporated by Reference (July 2011)

This screening information request (SIR) or contract, as applicable, incorporates by reference the provisions or clauses listed below with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available, or offerors and contractors may obtain the full text via Internet at: <http://conwrite.faa.gov>.

(End of clause)

3.10.1-22 Contracting Officer's Representative (April 2012)

(a) The Contracting Officer may designate other Government personnel (known as the Contracting Officer's Representative) to act as his or her authorized representative for contract administration functions which do not involve changes to the scope, price, schedule, or terms and conditions of the contract. The designation will be in writing, signed by the Contracting Officer, and will set forth the authorities and limitations of the representative(s) under the contract. Such designation will not contain authority to sign contractual documents, order contract changes, modify contract terms, or create any commitment or liability on the part of the Government different from that set forth in the contract.

(b) The Contractor shall immediately contact the Contracting Officer if there is any question regarding the authority of an individual to act on behalf of the Contracting Officer under this contract.

(End of Clause)

PART II - SECTION I

CONTRACT CLAUSES

3.1-1 Clauses and Provisions Incorporated by Reference (July 2011)

This screening information request (SIR) or contract, as applicable, incorporates by reference the provisions or clauses listed below with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available, or offerors and contractors may obtain the full text via Internet at: <http://conwrite.faa.gov>.

(End of clause)

- 3.1.7-2 Organizational Conflicts of Interest (August 1997)**
- 3.1.7-5 Disclosure of Conflicts of Interest (March 2009)**
- 3.2.1.5-4 Continuity of Services - Mission Critical Contracts (January 2008)**
- 3.2.2.3-37 Notification of Ownership Changes (July 2004)**
- 3.2.2.3-67 Special Precautions for Work at Operating Airports (July 2004)**
- 3.2.2.7-6 Protecting the Governments Interest when Subcontracting with Contractors Debarred,
Suspended, or Proposed for Debarment (April 2011)**
- 3.2.2.7-7 Certification Regarding Responsibility Matters (January 2010)**
- 3.2.2.7-8 Disclosure of Team Arrangements (April 2008)**
- 3.2.2.8-1 Material Requirement (April 2009)**
- 3.2.5-1 Officials Not to Benefit (April 1996)**
- 3.2.5-3 Gratuities or Gifts (January 1999)**
- 3.2.5-4 Contingent Fees (October 1996)**
- 3.2.5-5 Anti-Kickback Procedures (October 2010)**
- 3.2.5-7 Disclosure Regarding Payments to Influence Certain Federal Transactions (October 2010)**
- 3.2.5-8 Whistleblower Protection for Contractor Employees (April 1996)**
- 3.2.5-13 Contractor Code of Business Ethics and Conduct (April 2010)**
- 3.2.5-14 Display of Hotline Poster(s) (April 2008)**
- 3.3.1-1 Payments (April 1996)**
- 3.3.1-9 Interest (September 2009)**
- 3.3.1-15 Assignment of Claims (April 1996)**
- 3.3.1-17 Prompt Payment (April 2012)**
- 3.3.1-36 Availability of Funds- Option Periods under a Continuing Resolution (April 2008)**
- 3.3.2-1 FAA Cost Principles (October 1996)**
- 3.4.1-11 Insurance--Liability to Third Persons (June 1999)**
- 3.4.1-12 Insurance (July 1996)**
- 3.4.2-8 Federal, State, and Local Taxes--Fixed Price Contract (April 1996)**
- 3.5-1 Authorization and Consent (January 2009)**
- 3.6.2-1 Contract Work Hours and Safety Standards Act-Overtime Compensation (January 2012)**
- 3.6.2-9 Equal Opportunity (August 1998)**
- 3.6.2-12 Affirmative Action for Special Disabled and Vietnam Era Veterans (January 2011)**
- 3.6.2-13 Affirmative Action for Workers with Disabilities (October 2010)**
- 3.6.2-14 Employment Reports on Special Disabled Veterans and Veterans of Vietnam Era (January 2011)**
- 3.6.2-19 Withholding--Labor Violations (April 1996)**
- 3.6.2-28 Service Contract Act of 1965, as Amended (October 2010)**

3.6.2-30	Fair Labor Standards Act and Service Contract Act--Price Adjustment (Multiple Year and Option Contracts) (April 1996)
3.6.2-39	Trafficking in Persons (January 2008)
3.6.3-1	Clean Air and Water Certification (April 2009)
3.6.3-2	Clean Air and Clean Water (April 1996)
3.6.3-7	Waste Reduction Program (July 2008)
3.6.3-8	Ozone Depleting Substances (July 2008)
3.6.3-11	Toxic Chemical Release Reporting (April 2008)
3.6.3-13	Recycle Content and Environmentally Preferable Products (April 2009)
3.6.3-14	Use Of Environmentally Preferable Products (April 2009)
3.6.3-16	Drug Free Workplace (March 2009)
3.6.3-17	Efficiency in Energy-Using Products (April 2008)
3.6.4-2	Buy American Act--Supplies (July 2010)
3.6.4-5	Buy American--Steel and Manufactured Products (July 2010)
3.8.2-9	Site Visit (April 1996)
3.8.2-10	Protection of Government buildings, Equipment, and Vegetation (April 1996)
3.8.2-11	Continuity of Services - Expiring Contracts (October 2008)
3.10.1-7	Bankruptcy (April 1996)
3.10.1-12	Changes--Fixed-Price (April 1996)
3.10.1-25	Novation and Change-of-Name Agreements (October 2007)
3.10.2-1	Subcontracts (Fixed-Price Contracts) (April 1996)
3.10.3-2	Government Property - Basic Clause (April 2012)
3.10.6-1	Termination for Convenience of the Government (Fixed Price) (October 1996)
3.10.6-4	Default (Fixed-Price Supply and Service) (October 1996)
3.13-13	Contractor Policy to Ban Text Messaging While Driving (January 2011)
3.14-3	Foreign Nationals as Contractor Employees (April 2008)

3.2.4-34 Option to Extend Services (April 1996)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within the period specified in the Schedule.

(End of clause)

3.2.4-35 Option to Extend the Term of the Contract (April 1996)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided that the Government shall give the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option provision.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 6 months and 5 years.

(End of clause)

3.3.1-10 Availability of Funds (May 1997)

Funds are not presently available for this contract. The FAA's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the FAA for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.

(End of clause)

3.3.1-11 Availability of Funds for the Next Fiscal Year (April 1996)

Funds are not presently available for performance under this contract beyond September 30th of every year after award. The FAA's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the FAA for any payment may arise for performance under this contract beyond September 30th of every year after award, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

(End of clause)

3.3.1-33 System for Award Management (August 2012)

(a) Definitions. As used in this clause

"Data Universal Numbering System (DUNS) number" means the 9-digit number assigned by Dun and Bradstreet, Inc. (D&B) to identify unique business entities.

"Data Universal Numbering System +4 (DUNS+4) number" means the DUNS number assigned by D&B plus a 4-character suffix that may be assigned by a business concern. (D&B has no affiliation with this 4-character suffix.) This 4-character suffix may be assigned at the discretion of the business concern to establish additional SAM records for identifying alternative Electronic Funds Transfer (EFT) accounts for the same parent concern.

"Registered in the SAM database" means that the Contractor has entered all mandatory information, including the DUNS number or the DUNS+4 number, into the SAM database.

"System for Award Management (SAM) Database" means the primary Government repository for Contractor information required for the conduct of business with the Government.

(b)(1) By submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the SAM database prior to award, during performance, and through final payment of any contract, basic agreement, basic ordering agreement, or blanket purchasing agreement resulting from this solicitation.

(2) The offeror shall enter, in Representations, Certifications and Other Statements of Offerors Section of the solicitation, the DUNS or DUNS +4 number that identifies the offeror's name and address exactly as stated in the offer. The DUNS number will be used by the Contracting Officer to verify that the offeror is registered in the SAM database.

(c) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one.

(1) An offeror may obtain a DUNS number

(i) If located within the United States, by calling Dun and Bradstreet at 1-866-705-5711 or via the Internet at <http://fedgov.dnb.com/webform>; or

(ii) If located outside the United States, by contacting the local Dun and Bradstreet office.

(2) The offeror should be prepared to provide the following information:

(i) Company legal business.

(ii) Tradestyle, doing business, or other name by which your entity is commonly recognized.

(iii) Company Physical Street Address, City, State, and ZIP Code.

(iv) Company Mailing Address, City, State and ZIP Code (if different from physical street address).

(v) Company Telephone Number.

(vi) Date the company was started.

(vii) Number of employees at your location.

(viii) Chief executive officer/key manager.

(ix) Line of business (industry).

(x) Company Headquarters name and address (reporting relationship within your entity).

(d) If the offeror does not become registered in the SAM database in the time prescribed by the Contracting Officer, the Contracting Officer may proceed to award to the next otherwise successful registered offeror.

(e) Processing time, which normally takes 48 hours, should be taken into consideration when registering. Offerors who are not registered should consider applying for registration immediately upon receipt of this solicitation.

(f) The Contractor is responsible for the accuracy and completeness of the data within the SAM database, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the SAM database after the initial registration, the Contractor is required to review and update on an annual basis from the date of initial registration or subsequent updates its information in the SAM database to ensure it is current, accurate and complete. Updating information in the SAM does not alter the terms and conditions of this contract and is not a substitute for a properly executed contractual document.

(g)(1)(i) If a Contractor has legally changed its business name, "doing business as" name, or division name (whichever is shown on the contract), or has transferred the assets used in performing the contract, but has not completed the necessary requirements regarding novation and change-of-name agreements in AMS Procurement Guidance, the Contractor shall provide the responsible Contracting Officer a minimum of one business day's written notification of its intention to:

(A) change the name in the SAM database;

(B) comply with the requirements of AMS regarding novation and change-of-name agreements; and

(C) agree in writing to the timeline and procedures specified by the responsible Contracting Officer. The Contractor must provide the Contracting Officer with the notification, sufficient documentation to support the legally changed name.

(ii) If the Contractor fails to comply with the requirements of paragraph (g)(1)(i) of this clause, or fails to perform the agreement at paragraph (g)(1)(i)(C) of this clause, and, in the absence of a properly executed novation or change-of-name agreement, the SAM information that shows the Contractor to be other than the Contractor indicated in the contract will be considered to be incorrect information within the meaning of the "Suspension of Payment" paragraph of the electronic funds transfer (EFT) clause of this contract.

(2) The Contractor shall not change the name or address for EFT payments or manual payments, as appropriate, in the SAM record to reflect an assignee for the purpose of assignment of claims. Assignees shall be separately registered in the SAM database. Information provided to the Contractor's SAM record that indicates payments, including those made by

EFT, to an ultimate recipient other than that Contractor will be considered to be incorrect information within the meaning of the "Suspension of payment" paragraph of the EFT clause of this contract.

(h) Offerors and Contractors may obtain information on registration and annual confirmation requirements via the internet at <http://www.sam.gov>.

(End of Clause)

3.3.1-34 Payment by Electronic Funds Transfer- System for Award Management (August 2012)

(a) Method of payment.

(1) All payments by the Government under this contract shall be made by electronic funds transfer (EFT), except as provided in paragraph (a)(2) of this clause. As used in this clause, the term "EFT" refers to the funds transfer and may also include the payment information transfer.

(2) In the event the Government is unable to release one or more payments by EFT, the Contractor agrees to either"

(i) Accept payment by check or some other mutually agreeable method of payment; or

(ii) Request the Government to extend the payment due date until such time as the Government can make payment by EFT (but see paragraph (d) of this clause).

(b) Contractor's EFT information. The Government shall make payment to the Contractor using the EFT information contained in the System for Award Management (SAM) database. In the event that the EFT information changes, the Contractor shall be responsible for providing the updated information to the SAM database.

(c) Mechanisms for EFT payment. The Government may make payment by EFT through either the Automated Clearing House (ACH) network, subject to the rules of the National Automated Clearing House Association, or the Fedwire Transfer System. The rules governing Federal payments through the ACH are contained in 31 CFR Part 210.

(d) Suspension of payment. If the Contractor's EFT information in the SAM database is incorrect, then the Government need not make payment to the Contractor under this contract until correct EFT information is entered into the SAM database; and any invoice or contract financing request shall be deemed not to be a proper invoice for the purpose of prompt payment under this contract. The prompt payment terms of the contract regarding notice of an improper invoice and delays in accrual of interest penalties apply.

(e) Liability for uncompleted or erroneous transfers.

(1) If an uncompleted or erroneous transfer occurs because the Government used the Contractor's EFT information incorrectly, the Government remains responsible for"

(i) Making a correct payment;

(ii) Paying any prompt payment penalty due; and

(iii) Recovering any erroneously directed funds.

(2) If an uncompleted or erroneous transfer occurs because the Contractor's EFT information was incorrect, or was revised within 30 days of Government release of the EFT payment transaction instruction to the Federal Reserve System, and"

(i) If the funds are no longer under the control of the payment office, the Government is deemed to have made payment and the Contractor is responsible for recovery of any erroneously directed funds; or

(ii) If the funds remain under the control of the payment office, the Government shall not make payment, and the provisions of paragraph (d) of this clause shall apply.

(f) EFT and prompt payment. A payment shall be deemed to have been made in a timely manner in accordance with the prompt payment terms of this contract if, in the EFT payment transaction instruction released to the Federal Reserve System, the date specified for settlement of the payment is on or before the prompt payment due date, provided the specified payment date is a valid date under the rules of the Federal Reserve System.

(g) EFT and assignment of claims. If the Contractor assigns the proceeds of this contract as provided for in the assignment of claims terms of this contract, the Contractor shall require as a condition of any such assignment, that the assignee shall register separately in the SAM database and shall be paid by EFT in accordance with the terms of this clause. Notwithstanding any other requirement of this contract, payment to an ultimate recipient other than the Contractor, or a financial institution properly recognized under an assignment of claims, is not permitted. In all respects, the requirements of this clause shall apply to the assignee as if it were the Contractor. EFT information that shows the ultimate recipient of the transfer to be other than the Contractor, in the absence of a proper assignment of claims acceptable to the Government, is incorrect EFT information within the meaning of paragraph (d) of this clause.

(h) Liability for change of EFT information by financial agent. The Government is not liable for errors resulting from changes to EFT information made by the Contractor's financial agent.

(i) Payment information. The payment or disbursing office shall forward to the Contractor available payment information that is suitable for transmission as of the date of release of the EFT instruction to the Federal Reserve System. The Government may request the Contractor to designate a desired format and method(s) for delivery of payment information from a list of formats and methods the payment office is capable of executing. However, the Government does not

guarantee that any particular format or method of delivery is available at any particular payment office and retains the latitude to use the format and delivery method most convenient to the Government. If the Government makes payment by check in accordance with paragraph (a) of this clause, the Government shall mail the payment information to the remittance address contained in the SAM database.

(End of clause)

3.3.1-35 Certification of Registration in System for Award Management (August 2012)

In accordance with Clause 3.3.1-33, System for Award Management (SAM), offeror certifies that they are registered in the SAM Database and have entered all mandatory information including the DUNS or DUNS+4 Number.

Name: _____

Title: _____

Phone Number: _____

(End of provision)

3.6.1-8 Notification of Competition Limited to Eligible SEDB Concerns (January 2010)

Offers are solicited only from "eligible socially and economically disadvantaged business (SEDB)" concerns. As used herein, an "eligible SEDB" concern is a small business concern expressly certified by the Small Business Administration (SBA) for participation in the SBA's 8(a) program and which meets the following criteria at the time of submission of offer.

(1) The offeror is in conformance with the 8(a) support limitation set forth in its approved business plan; and

(2) The offeror is in conformance with the Business Activity Targets set forth in its approved business plan or any remedial action direct by the SBA.

(b) By submission of its offer, the offeror certifies that it meets all of the criteria set forth in paragraph (a) of this clause.

(c)(1) Agreement. A small business concern submitting an offer in its own name agrees to furnish, in performing the contract, only end items manufactured or produced by small business concerns in the United States or its outlying areas. However, this requirement does not apply in connection with construction or service contracts.

(2) The [Offeror insert name here] will notify the Contracting Officer Lelanie Rivera in writing immediately upon entering an agreement (either oral or written) to transfer all or part of its stock or other ownership interest to any other party.

(End of clause).

3.6.2-29 Statement of Equivalent Rates for Federal Hires (April 1996)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states

the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332. This Statement is for Information Only: It Is Not a Wage Determination

Employee class	Janitor	\$12.01
	Grounds Maint	\$14.67
(End of clause)		

3.6.2-40 Nondisplacement of Qualified Workers (April 2009)

(a) The contractor and its subcontractors must, except as otherwise provided herein, in good faith offer those employees (other than managerial and supervisory employees) employed under the predecessor contract whose employment will be terminated as a result of award of this contract or the expiration of the contract under which the employees were hired, a right of first refusal of employment under this contract in positions for which employees are qualified. The contractor and its subcontractors must determine the number of employees necessary for efficient performance of this contract and may elect to employ fewer employees than the predecessor contractor employed in connection with performance of the work. Except as provided in paragraph (b), there must be no employment opening under this contract, and the contractor and any subcontractors must not offer employment under this contract, to any person prior to having complied fully with this obligation. The contractor and its subcontractors must make an express offer of employment to each employee as provided herein and must state the time within which the employee must accept such offer. In no case must the period within which the employee must accept the offer of employment be less than 10 days.

(b) Notwithstanding the obligation under paragraph (a) above, the contractor and any subcontractors:

(1) May employ under this contract any employee who has worked for the contractor or subcontractor for at least 3 months immediately preceding the commencement of this contract and who would otherwise face lay-off or discharge;

(2) Are not required to offer a right of first refusal to any employee(s) of the predecessor contractor who are not service employees within the meaning of the Service Contract Act; and

(3) Are not required to offer a right of first refusal to any employee(s) of the predecessor contractor whom the contractor or any of its subcontractors reasonably believes, based on the particular employee's past performance, has failed to perform suitably on the job.

(c) The contractor must, not less than 10 days before completion of this contract, furnish the Contracting Officer a certified list of the names of all service employees working under this contract and its subcontracts during the last month of contract performance. The list must contain anniversary dates of employment of each service employee under this contract and its predecessor contracts either with the current or predecessor contractors or their subcontractors. The Contracting Officer will provide the list to the successor contractor, and the list must be provided on request to employees or their representatives.

(d) If it is determined, pursuant to regulations issued by the Secretary of Labor (Secretary), that the contractor or its subcontractors are not in compliance with the requirements of this clause or any regulation or order of the Secretary, appropriate sanctions may be imposed and remedies invoked against the contractor or its subcontractors, as provided in Executive Order 13495, the regulations, and relevant orders of the Secretary, or as otherwise provided by law.

(e) In every subcontract entered into in order to perform services under this contract, the contractor will include provisions that ensure that each subcontractor will honor the requirements of paragraphs (a) through (b) with respect to the employees of a predecessor subcontractor or subcontractors working under this contract, as well as of a predecessor contractor and its subcontractors. The subcontract must also include provisions to ensure that the subcontractor will

provide the contractor with the information about employees of the subcontractor needed by the contractor to comply with this clause. The contractor will take such action with respect to any such subcontract as may be directed by the Secretary as a means of enforcing such provisions, including the imposition of sanctions for non-compliance; however, if the contractor, as a result of such direction, becomes involved in litigation with a subcontractor, or is threatened with such involvement, the contractor may request that the United States enter into such litigation to protect the interests of the United States.

(End of clause)

3.9.1-1 Contract Disputes (October 2011)

(a) All contract disputes arising under or related to this contract shall be resolved through the Federal Aviation Administration (FAA) dispute resolution system at the Office of Dispute Resolution for Acquisition (ODRA) and shall be governed by the procedures set forth in 14 C.F.R. Parts 14 and 17, which are hereby incorporated by reference. Judicial review, where available, will be in accordance with 49 U.S.C. 46110 and shall apply only to final agency decisions. A contractor may seek review of a final FAA decision only after its administrative remedies have been exhausted.

(b) The filing of a contract dispute with the ODRA may be accomplished by mail, overnight delivery, hand delivery, or by facsimile. A contract dispute is considered to be filed on the date it is received by the ODRA.

(c) Contract disputes are to be in writing and shall contain:

(1) The contractor's name, address, telephone and fax numbers and the name, address, telephone and fax numbers of the contractor's legal representative(s) (if any) for the contract dispute;

(2) The contract number and the name of the Contracting Officer;

(3) A detailed chronological statement of the facts and of the legal grounds for the contractor's positions regarding each element or count of the contract dispute (i.e., broken down by individual claim item), citing to relevant contract provisions and documents and attaching copies of those provisions and documents;

(4) All information establishing that the contract dispute was timely filed;

(5) A request for a specific remedy, and if a monetary remedy is requested, a sum certain must be specified and pertinent cost information and documentation (e.g., invoices and cancelled checks) attached, broken down by individual claim item and summarized; and

(6) The signature of a duly authorized representative of the initiating party.

(d) Contract disputes shall be filed at the following address:

(1) Office of Dispute Resolution for Acquisition, AGC-70,
Federal Aviation Administration,
800 Independence Ave, S.W., Room 323,
Washington, DC 20591,

Telephone: (202) 267-3290,
Facsimile: (202) 267-3720; or

(2) other address as specified in 14 CFR Part 17.

(e) A contract dispute against the FAA shall be filed with the ODRA within two (2) years of the accrual of the contract claim involved. A contract dispute by the FAA against a contractor (excluding contract disputes alleging warranty issues, fraud or latent defects) likewise shall be filed within two (2) years after the accrual of the contract claim. If an underlying contract entered into prior to the effective date of this part provides for time limitations for filing of contract disputes with the ODRA which differ from the aforesaid two (2) year period, the limitation periods in the contract shall control over the limitation period of this section. In no event will either party be permitted to file with the ODRA a contract dispute seeking an equitable adjustment or other damages after the contractor has accepted final contract payment, with the exception of FAA claims related to warranty issues, gross mistakes amounting to fraud or latent defects. FAA claims against the contractor based on warranty issues must be filed within the time specified under applicable contract warranty provisions. Any FAA claims against the contractor based on gross mistakes amounting to fraud or latent defects shall be filed with the ODRA within two (2) years of the date on which the FAA knew or should have known of the presence of the fraud or latent defect.

(f) A party shall serve a copy of the contract dispute upon the other party, by means reasonably calculated to be received on the same day as the filing is to be received by the ODRA.

(g) After filing the contract dispute, the contractor should seek informal resolution with the Contracting Officer.

(h) The FAA requires continued performance with respect to contract disputes arising under this contract, in accordance with the provisions of the contract, pending a final FAA decision.

(i) The FAA will pay interest on the amount found due and unpaid from (1) the date the Contracting Officer receives the contract dispute, or (2) the date payment otherwise would be due, if that date is later, until the date of payment. Simple interest on contract disputes shall be paid at the rate fixed by the Secretary of the Treasury that is applicable on the date the Contracting Officer receives the contract dispute and then at the rate applicable for each 6-month period as fixed by the Treasury Secretary until payment is made. Interest will not accrue for more than one year.

(j) Additional information and guidance about the ODRA dispute resolution process for contract disputes can be found on the ODRA Website at <http://www.faa.gov>.

(End of clause)

3.9.1-2 Protest After Award (August 1997)

(a) Upon receipt of a notice that a protest has been filed with the FAA Office of Dispute Resolution, or a determination that a protest is likely, the Administrator or his designee may instruct the Contracting Officer to direct the Contractor to stop performance of the work called for by this contract. The order to the Contractor shall be in writing, and shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Upon receipt of the final decision or other resolution of the protest, the Contracting Officer shall either--

(1) Cancel the stop-work order; or

(2) For other than cost-reimbursement contracts, terminate the work covered by the order as provided in the "Default" or the "Termination for Convenience of the Government" clause(s) of this contract; or

(3) For cost-reimbursement contracts, terminate the work covered by the order as provided in the "Termination" clause of this contract.

(b) If a stop-work order issued under this clause is canceled either before or after the final resolution of the protest, the Contractor shall resume work. The Contracting Officer shall make for other than cost-reimbursement contracts, an equitable adjustment in the delivery schedule or contract price, or both; and for cost-reimbursement contracts, an equitable adjustment in the delivery schedule, the estimated cost, the fee, or a combination thereof, and in any other terms of the contract that may be affected; and the contract shall be modified, in writing, accordingly, if--

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to an adjustment within 30 days after the end of the period of work stoppage; provided that if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon a proposal submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

(e) The Government's rights to terminate this contract at any time are not affected by action taken under this clause.

(End of clause)

3.13-4 Contractor Identification Number - Data Universal Numbering System (DUNS) Number (August 2012)

(a) Definitions. As used in this clause

"Contractor Identification Number," as used in this provision, means "Data Universal Numbering System (DUNS) number, which is a nine-digit number assigned by Dun and Bradstreet Information Services, to identify unique business entities (taken from SAM clause)

"Data Universal Numbering System +4 (DUNS+4) number" means the DUNS number assigned by D&B plus a 4-character suffix that may be assigned by a business concern. (D&B has no affiliation with this 4-character suffix.) This 4-character suffix may be assigned at the discretion of the business concern to establish additional SAM records for identifying alternative Electronic Funds Transfer.

(b) Contractor identification is essential for receiving payment and complying with statutory contract reporting requirements. Therefore, the offeror shall provide its DUNS or DUNS+4 number below. The DUNS number will be used by the Contracting Officer to verify that the offeror is registered in the SAM database.

DUNS OR DUNS+4 NUMBER: _____

(c) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one.

(1) An offeror may obtain a DUNS number

(i) If located within the United States, by calling Dun and Bradstreet at 1-866-705-5711 or via the Internet at <http://www.dnb.com/>; or

(ii) If located outside the United States, by contacting the local Dun and Bradstreet office.

(2) The offeror should be prepared to provide the following information:

- (i) Company legal business.
- (ii) Tradestyle, doing business, or other name by which your entity is commonly recognized.
- (iii) Company Physical Street Address, City, State, and ZIP Code.
- (iv) Company Mailing Address, City, State and ZIP Code (if different from physical street address).
- (v) Company Telephone Number.
- (vi) Date the company was started.
- (vii) Number of employees at your location.
- (viii) Chief executive officer/key manager.
- (ix) Line of business (industry).
- (x) Company Headquarters name and address (reporting relationship within your entity).

(End of provision)

3.13-5 Seat Belt Use by Contractor Employees (October 2001)

In accordance with Executive Order 13043 entitled "Increasing Seat Belt Use in the U.S.," the contractor is encouraged to implement, communicate and enforce on the job seat belt policies and programs for their employees and subcontractors when operating company-owned, rented or personally-owned vehicles.

(End of clause)

3.14-2 Contractor Personnel Suitability Requirements (January 2011)

(a) This clause applies to the extent that this contract requires contractor employees, subcontractors, or consultants to have unescorted access to FAA:

- (1) Facilities;
- (2) Sensitive information; and/or;
- (3) Resources regardless of the location where such access occurs, and none of the exceptions of FAA Order 1600.72A, Contractor and Industrial Security Program, Chapter 5, paragraphs 4, 6, 7 and 8 pertains.

Definitions of applicable terminology are contained in the corresponding guidance and FAA Order 1600.72A, appendix A.

(b) Consistent with FAA Order 1600.72A, the FAA Servicing Security Element (SSE) has approved designated risk levels for the positions under the contract. Those designated risk levels are:

LOW

(c) If a National Agency Check with Inquiries (NACI) or other investigation is required under paragraph (b) for a given position, the contractor will submit to the Contracting Officer (CO) a point of contact (POC) that will enter applicant data into the Vendor Applicant Process (VAP) system (vap.faa.gov). VAP is a FAA system used to process and manage security information for FAA contractor personnel. Each contract may have up to 5 POCs. Once designated, a VAP administrator will provide each POC a Web ID and password.

The type of investigation conducted will be determined by the position risk level designation for all duties, functions, and/or tasks performed and will serve as the basis for granting a favorable employment suitability authorization as

described in FAA Order 1600.72A. If an employee has had a previous U. S. Government conducted background investigation which meets the requirements of Chapter 5 of FAA Order 1600.72A and Homeland Security Presidential Directive 12 (HSPD-12), it will be accepted by the FAA. However, the FAA reserves the right to conduct further investigations, if necessary. The contract may include positions that are temporary, seasonal, or under escort only. In such cases, a FAA Form 1600-77 for each specific position will be established as the investigative requirements may differ from the NACI.

The following information must be entered into VAP by the POC for each applicant requiring an investigation:

- Name;
- Date and place of birth (city and state);
- Social Security Number (SSN);
- Position and office location;
- Contract number;
- Current e-mail address and telephone number (personal or work); and
- Any known information regarding current security clearance or previous investigations (e.g. the name of the investigating entity, type of background investigation conducted, contract number, labor category (Position), and approximate date the previous background investigation was completed).

If a prior investigation exists and there has not been a 2 year break in service by the applicant, the SSE will notify the contractor that no investigation is required and that final suitability is approved.

If no previous investigation exists, the SSE will send the applicant an e-mail (this step may be delegated to VAP POC):

- Stating that no previous investigation exists and the applicant must complete a form through the Electronic Questionnaires for Investigations Processing (eQIP) system;
- Instructing the applicant how to enter and complete the eQIP form;
- Providing where to send/fax signature and release pages and other applicable forms; and
- Providing instructions regarding fingerprinting.

The applicant must complete the eQIP form and submit other required material within 15 days of receiving the e-mail from the SSE.

For items to be submitted outside eQIP, the contractor must submit the required information, referencing the contract number, to:

Headquarters Contracts:

Manager, Personnel Security Division, AIN-400
800 Independence Avenue, S.W., Room 315
Washington, D.C. 20591

Regional and Center Contracts:

FAA Western Pacific Regional Office
Attn: Donna Robinson
15000 Aviation Blvd
Lawndale, CA 90260

(d) The contractor must submit the information required by paragraph (c) of this Clause for any new employee not listed in the Contractor's initial submission who is hired into any position identified in paragraph (b) of this Clause.

(e) The CO will provide notice to the contractor when any contractor employee is found to be unsuitable or otherwise objectionable, or whose conduct appears contrary to the public interest, or inconsistent with the best interest of national security. The contractor must take appropriate action, including the removal of such employee from working on this FAA contract, at their own expense. Once action has been taken, the contractor will report the action to the CO and SSE.

(f) No contractor employee will work in a high, moderate, or low risk position unless the SSE has received all forms necessary to conduct any required investigation and has authorized the contractor employee to begin work.

(g) The contractor must notify the CO within one (1) business day after any employee identified pursuant to paragraph (c) of this Clause is terminated from performance on the contract. This notification must be done utilizing the Removal Entry Screen of VAP. If FAA issued the terminated employee and identification card, the contractor must collect the card and submit it to the SSE.

(h) The contractor must request a report from the VAP on at least a semiannual basis in order to reconcile discrepancies and then must notify the SSE of these discrepancies as soon as possible.

(i) The CO may also, after coordination with the SSE and other security specialists, require contractor employees to submit any other security information (including additional fingerprinting) deemed reasonably necessary to protect the interests of the FAA. In this event, the contractor must provide, or cause each of its employees to provide, such security information to the SSE, to meet the requirements of paragraph (c) of this Clause.

(j) The contractor and/or subcontractor(s) must contact the Servicing Security Elements (Regional and/or Center Security Divisions) or AIN-400 at Headquarters within one (1) business day in the event an employee is arrested (detained by law enforcement for any offenses, other than minor traffic offenses) or is involved in theft of government property or the contractor becomes aware of any information that may raise a question about the suitability of a contractor employee.

(k) Failure to submit information required by this clause within the time required may be determined by the CO a material breach of the contract.

(l) If subsequent to the effective date of this contract, the security classification or security requirements under this contract are changed by the Government and if the changes cause an increase or decrease in direct contract costs or otherwise affect any other term or condition of this contract, the contract will be subject to an equitable adjustment.

(m) The contractor agrees to insert terms that conform substantially to the language of this clause, including paragraph (k) but excluding any reference to the Changes clause of this contract, in all subcontracts under this contract that involve access and where the exceptions under Chapter 5, FAA Order 1600.72A do not apply.

(n) Contractor employees who have not undergone a background investigation must be escorted at all times. In some instances, a contractor employee may be required to serve as an escort. To serve as an escort, a contractor employee must have a favorably adjudicated fingerprint check and initiated a NACI with FAA.

(End of Clause)

3.14-4 Access to FAA Systems and Government-Issued Keys, Personal Identity Verification (PIV) cards, and Vehicle Decals (April 2012)

(a) It may become necessary for the Government to grant access to FAA systems or issue keys, PIV cards, vehicle decals, and/or access control cards to contractor employees. Prior to or upon completion or termination of the work required hereunder, the contractor must return all such Government-issued items and submit a request to terminate all user accounts on applicable FAA systems to the issuing office with notification to the Contracting Officer's Technical Representative (COTR). When contractor employees who have been issued such items are terminated or no longer

required to perform the work, the Government-issued items must be returned to the Government and a request submitted for the termination of FAA system access within three (3) business days after termination of the contract or the employee. Improper use, possession or alteration of FAA issued keys, PIV Cards and/or vehicle decals is subject to penalties under Title 18, USC 499, 506, 701, and 1030.

(b) In the event such keys, PIV Cards, or vehicle decals are lost, stolen, or not returned, the contractor understands and agrees that the Government may, in addition to any other withholding provision of the contract, withhold last payment for each key, PIV Card, and vehicle decal lost, stolen, or not returned. If the keys, PIV Cards, or vehicle decals are not returned within 30 calendar days from the date the withholding action was initiated, any amount so withheld must be forfeited by the contractor.

(c) Access to aircraft ramp/hangar areas is authorized only to those persons displaying a flight line identification card and for vehicles, a current ramp permit issued pursuant to Title 49, Part 1542, Code of Federal Regulations.

(d) The Government retains the right to inspect inventory, or audit PIV Cards, keys, vehicle decals, and access control cards issued to the contractor in connection with the contract at the convenience of the Government. Any items not accounted for, to the satisfaction of the Government will be assumed to be lost and the provisions of section (b) apply.

(e) Keys must be obtained from the COTR who will require the contractor to sign a receipt for each key obtained. Lost or stolen keys, PIV Cards, vehicle decals, and access control cards must immediately be reported concurrently to the Contracting Officer (CO), COTR, and, Security Specialist Electronic keying cards are handled in the same manner as metal keys.

(f) Each contract employee, during all times of on-site performance at the FAA facility must prominently display his/her current and valid PIV card on the front portion of his/her body between the neck and waist. Each PIV card holder must not affix pins, stickers, or other decorations to the PIV.

(1) Prior to any contractor employee obtaining a PIV Card or vehicle decals, the contractor is required to enter data for each employee into the Vendor Applicant Process (VAP) as described in AMS clause 3.14-2, Contractor Personnel Suitability Requirements. From the information entered into the VAP, the SSE will determine whether final suitability can be granted due to the existence of a previous investigation, or will initiate the contractor applicant into the Electronic Questionnaires for Investigations Processing (eQIP) system so that the applicant can complete the investigative forms. Interim suitability cannot be granted until the eQIP form is completed, and fingerprints and signature pages are submitted to the SSE. When an interim is granted by the SSE, the individual may begin work under escort until their OPM fingerprint check has been returned and successfully adjudicated. Once the OPM fingerprint check has been successfully adjudicated, they can then be badged. If the contract employee requires a PIV Card, a fingerprint check must be completed and favorably adjudicated by the SSE prior to approval or issuance of the PIV card.

(2) To obtain the PIV Card, contractor employee must submit an identification Card/Credential Application (DOT 1681) signed by the contractor employee and by the authorized trusted agent (when applicable) and also by the authorized sponsor to the CO or to the COTR. The DOT 1681 must contain, as a minimum, under the "Credential Justification" heading, the name of the contractor/company, the contract number or the appropriate acquisition identification number, the expiration date of the contract or the task (whichever is sooner), and the required signatures. The contractor will be notified when the DOT 1681 has been approved and is ready for processing by the Security Specialist, Donna Robinson 310-725-3713. Arrangements for processing the identification cards, including photographs and lamination can be made by the contacting Susan Verwest 425-227-2716.

(3) The contractor must contact the SSE to obtain the procedures that the contractor's employees must utilize to obtain their PIV Card.

(g) The contractor is responsible for ensuring final out-processing is accomplished for all departing contractor employees. Final out-processing must be accomplished by close of business the final workday of the contractor employee or the next day under special conditions. The SSE must be notified in writing and ensure that all FAA media, including the PIV card, are returned to the SSE.

(End of Clause)

PART III - SECTION J
LIST OF ATTACHMENTS

Attachment A - Service Contract Act Wage Determination for Colorado, 2005-2081, Rev No.12., dated 06/13/2012

Attachment B- Janitorial Customer Satisfaction Survey

ATTACHMENT A

WD 05-2081 (Rev.-12) was first posted on www.wdol.gov on 06/19/2012

REGISTER OF WAGE DETERMINATIONS UNDER
THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON D.C. 20210

Diane C. Koplewski Division of
Director Wage Determinations

Wage Determination No.: 2005-2081
Revision No.: 12
Date Of Revision: 06/13/2012

State: Colorado

Area: Colorado Counties of Adams, Arapahoe, Boulder, Broomfield, Clear Creek,
Denver, Douglas, Elbert, Gilpin, Grand, Jackson, Jefferson, Logan, Morgan,
Park, Phillips, Sedgwick, Summit, Washington, Weld, Yuma

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		14.16
01012 - Accounting Clerk II		16.44
01013 - Accounting Clerk III		18.38
01020 - Administrative Assistant		26.31
01040 - Court Reporter		19.59
01051 - Data Entry Operator I		14.06
01052 - Data Entry Operator II		15.35
01060 - Dispatcher, Motor Vehicle		19.37
01070 - Document Preparation Clerk		14.55
01090 - Duplicating Machine Operator		14.55
01111 - General Clerk I		13.39
01112 - General Clerk II		14.61
01113 - General Clerk III		16.40
01120 - Housing Referral Assistant		21.75
01141 - Messenger Courier		13.02
01191 - Order Clerk I		14.93
01192 - Order Clerk II		16.29
01261 - Personnel Assistant (Employment) I		16.67
01262 - Personnel Assistant (Employment) II		18.65
01263 - Personnel Assistant (Employment) III		20.79
01270 - Production Control Clerk		22.33
01280 - Receptionist		14.27
01290 - Rental Clerk		15.53
01300 - Scheduler, Maintenance		17.15
01311 - Secretary I		17.15
01312 - Secretary II		19.19
01313 - Secretary III		21.75
01320 - Service Order Dispatcher		14.37
01410 - Supply Technician		26.31
01420 - Survey Worker		17.77
01531 - Travel Clerk I		13.55
01532 - Travel Clerk II		14.20

01533 - Travel Clerk III	15.19
01611 - Word Processor I	14.15
01612 - Word Processor II	15.88
01613 - Word Processor III	17.77
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	26.19
05010 - Automotive Electrician	20.43
05040 - Automotive Glass Installer	19.36
05070 - Automotive Worker	19.36
05110 - Mobile Equipment Servicer	17.61
05130 - Motor Equipment Metal Mechanic	20.82
05160 - Motor Equipment Metal Worker	19.36
05190 - Motor Vehicle Mechanic	20.82
05220 - Motor Vehicle Mechanic Helper	16.41
05250 - Motor Vehicle Upholstery Worker	19.36
05280 - Motor Vehicle Wrecker	19.36
05310 - Painter, Automotive	19.69
05340 - Radiator Repair Specialist	19.36
05370 - Tire Repairer	14.98
05400 - Transmission Repair Specialist	20.82
07000 - Food Preparation And Service Occupations	
07010 - Baker	14.52
07041 - Cook I	13.06
07042 - Cook II	15.10
07070 - Dishwasher	9.69
07130 - Food Service Worker	10.90
07210 - Meat Cutter	15.13
07260 - Waiter/Waitress	10.65
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	19.06
09040 - Furniture Handler	15.90
09080 - Furniture Refinisher	19.06
09090 - Furniture Refinisher Helper	15.90
09110 - Furniture Repairer, Minor	18.10
09130 - Upholsterer	19.06
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	11.08
11060 - Elevator Operator	11.08
11090 - Gardener	18.19
11122 - Housekeeping Aide	12.46
11150 - Janitor	12.01
11210 - Laborer, Grounds Maintenance	14.67
11240 - Maid or Houseman	9.16
11260 - Pruner	13.16
11270 - Tractor Operator	17.30
11330 - Trail Maintenance Worker	14.67
11360 - Window Cleaner	13.37
12000 - Health Occupations	
12010 - Ambulance Driver	18.18
12011 - Breath Alcohol Technician	20.66
12012 - Certified Occupational Therapist Assistant	19.48
12015 - Certified Physical Therapist Assistant	18.75
12020 - Dental Assistant	18.55
12025 - Dental Hygienist	36.80
12030 - EKG Technician	24.05
12035 - Electroneurodiagnostic Technologist	24.05

12040 - Emergency Medical Technician	18.18
12071 - Licensed Practical Nurse I	18.46
12072 - Licensed Practical Nurse II	20.66
12073 - Licensed Practical Nurse III	23.03
12100 - Medical Assistant	15.94
12130 - Medical Laboratory Technician	17.47
12160 - Medical Record Clerk	16.12
12190 - Medical Record Technician	18.04
12195 - Medical Transcriptionist	18.73
12210 - Nuclear Medicine Technologist	36.64
12221 - Nursing Assistant I	11.78
12222 - Nursing Assistant II	13.25
12223 - Nursing Assistant III	14.46
12224 - Nursing Assistant IV	16.23
12235 - Optical Dispenser	20.66
12236 - Optical Technician	18.46
12250 - Pharmacy Technician	15.81
12280 - Phlebotomist	16.23
12305 - Radiologic Technologist	26.85
12311 - Registered Nurse I	29.98
12312 - Registered Nurse II	36.67
12313 - Registered Nurse II, Specialist	36.67
12314 - Registered Nurse III	43.96
12315 - Registered Nurse III, Anesthetist	43.96
12316 - Registered Nurse IV	53.17
12317 - Scheduler (Drug and Alcohol Testing)	27.05
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	18.46
13012 - Exhibits Specialist II	22.87
13013 - Exhibits Specialist III	27.97
13041 - Illustrator I	20.05
13042 - Illustrator II	23.10
13043 - Illustrator III	28.26
13047 - Librarian	28.29
13050 - Library Aide/Clerk	15.88
13054 - Library Information Technology Systems Administrator	25.55
13058 - Library Technician	17.64
13061 - Media Specialist I	18.43
13062 - Media Specialist II	20.62
13063 - Media Specialist III	22.99
13071 - Photographer I	16.85
13072 - Photographer II	18.85
13073 - Photographer III	23.36
13074 - Photographer IV	28.57
13075 - Photographer V	34.56
13110 - Video Teleconference Technician	18.26
14000 - Information Technology Occupations	
14041 - Computer Operator I	17.81
14042 - Computer Operator II	19.93
14043 - Computer Operator III	22.21
14044 - Computer Operator IV	24.69
14045 - Computer Operator V	28.56
14071 - Computer Programmer I	24.31
14072 - Computer Programmer II	(see 1)
14073 - Computer Programmer III	(see 1)

14074 - Computer Programmer IV	(see 1)	
14101 - Computer Systems Analyst I	(see 1)	
14102 - Computer Systems Analyst II	(see 1)	
14103 - Computer Systems Analyst III	(see 1)	
14150 - Peripheral Equipment Operator		17.81
14160 - Personal Computer Support Technician		24.69
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		35.58
15020 - Aircrew Training Devices Instructor (Rated)		43.06
15030 - Air Crew Training Devices Instructor (Pilot)		49.15
15050 - Computer Based Training Specialist / Instructor		35.58
15060 - Educational Technologist		31.17
15070 - Flight Instructor (Pilot)		49.15
15080 - Graphic Artist		21.93
15090 - Technical Instructor		21.99
15095 - Technical Instructor/Course Developer		26.89
15110 - Test Proctor		17.74
15120 - Tutor		17.74
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations		
16010 - Assembler		9.84
16030 - Counter Attendant		9.84
16040 - Dry Cleaner		12.71
16070 - Finisher, Flatwork, Machine		9.84
16090 - Presser, Hand		9.84
16110 - Presser, Machine, Drycleaning		9.84
16130 - Presser, Machine, Shirts		9.84
16160 - Presser, Machine, Wearing Apparel, Laundry		9.84
16190 - Sewing Machine Operator		13.57
16220 - Tailor		14.48
16250 - Washer, Machine		10.93
19000 - Machine Tool Operation And Repair Occupations		
19010 - Machine-Tool Operator (Tool Room)		18.32
19040 - Tool And Die Maker		21.57
21000 - Materials Handling And Packing Occupations		
21020 - Forklift Operator		14.96
21030 - Material Coordinator		22.33
21040 - Material Expediter		22.33
21050 - Material Handling Laborer		17.36
21071 - Order Filler		13.44
21080 - Production Line Worker (Food Processing)		14.96
21110 - Shipping Packer		15.20
21130 - Shipping/Receiving Clerk		15.20
21140 - Store Worker I		11.90
21150 - Stock Clerk		15.99
21210 - Tools And Parts Attendant		16.28
21410 - Warehouse Specialist		14.96
23000 - Mechanics And Maintenance And Repair Occupations		
23010 - Aerospace Structural Welder		27.73
23021 - Aircraft Mechanic I		27.10
23022 - Aircraft Mechanic II		28.53
23023 - Aircraft Mechanic III		29.70
23040 - Aircraft Mechanic Helper		19.22
23050 - Aircraft, Painter		25.80
23060 - Aircraft Servicer		22.49
23080 - Aircraft Worker		24.13
23110 - Appliance Mechanic		22.34

23120 - Bicycle Repairer	14.98
23125 - Cable Splicer	30.57
23130 - Carpenter, Maintenance	19.40
23140 - Carpet Layer	18.72
23160 - Electrician, Maintenance	24.90
23181 - Electronics Technician Maintenance I	22.14
23182 - Electronics Technician Maintenance II	23.65
23183 - Electronics Technician Maintenance III	25.12
23260 - Fabric Worker	20.52
23290 - Fire Alarm System Mechanic	21.09
23310 - Fire Extinguisher Repairer	18.97
23311 - Fuel Distribution System Mechanic	23.46
23312 - Fuel Distribution System Operator	18.97
23370 - General Maintenance Worker	19.16
23380 - Ground Support Equipment Mechanic	27.10
23381 - Ground Support Equipment Servicer	22.49
23382 - Ground Support Equipment Worker	24.13
23391 - Gunsmith I	17.13
23392 - Gunsmith II	19.81
23393 - Gunsmith III	22.48
23410 - Heating, Ventilation And Air-Conditioning Mechanic	22.73
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	23.92
23430 - Heavy Equipment Mechanic	22.05
23440 - Heavy Equipment Operator	20.98
23460 - Instrument Mechanic	28.48
23465 - Laboratory/Shelter Mechanic	21.17
23470 - Laborer	13.87
23510 - Locksmith	20.97
23530 - Machinery Maintenance Mechanic	23.43
23550 - Machinist, Maintenance	19.33
23580 - Maintenance Trades Helper	15.26
23591 - Metrology Technician I	28.48
23592 - Metrology Technician II	29.91
23593 - Metrology Technician III	31.16
23640 - Millwright	22.48
23710 - Office Appliance Repairer	21.44
23760 - Painter, Maintenance	17.84
23790 - Pipefitter, Maintenance	24.59
23810 - Plumber, Maintenance	21.93
23820 - Pneudraulic Systems Mechanic	22.48
23850 - Rigger	22.48
23870 - Scale Mechanic	19.81
23890 - Sheet-Metal Worker, Maintenance	19.85
23910 - Small Engine Mechanic	17.92
23931 - Telecommunications Mechanic I	27.08
23932 - Telecommunications Mechanic II	28.50
23950 - Telephone Lineman	23.34
23960 - Welder, Combination, Maintenance	19.79
23965 - Well Driller	20.88
23970 - Woodcraft Worker	22.48
23980 - Woodworker	17.13
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	10.69
24580 - Child Care Center Clerk	14.17

24610 - Chore Aide	10.52
24620 - Family Readiness And Support Services Coordinator	15.93
24630 - Homemaker	16.29
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	24.70
25040 - Sewage Plant Operator	22.79
25070 - Stationary Engineer	24.70
25190 - Ventilation Equipment Tender	17.33
25210 - Water Treatment Plant Operator	22.79
27000 - Protective Service Occupations	
27004 - Alarm Monitor	20.94
27007 - Baggage Inspector	13.19
27008 - Corrections Officer	23.36
27010 - Court Security Officer	27.27
27030 - Detection Dog Handler	21.32
27040 - Detention Officer	24.05
27070 - Firefighter	29.32
27101 - Guard I	13.19
27102 - Guard II	21.32
27131 - Police Officer I	29.14
27132 - Police Officer II	32.39
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	13.08
28042 - Carnival Equipment Repairer	14.10
28043 - Carnival Equipment Worker	10.23
28210 - Gate Attendant/Gate Tender	15.14
28310 - Lifeguard	11.73
28350 - Park Attendant (Aide)	16.75
28510 - Recreation Aide/Health Facility Attendant	12.36
28515 - Recreation Specialist	16.28
28630 - Sports Official	13.49
28690 - Swimming Pool Operator	17.05
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	23.50
29020 - Hatch Tender	23.50
29030 - Line Handler	23.50
29041 - Stevedore I	21.91
29042 - Stevedore II	25.48
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	38.39
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	26.47
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	29.16
30021 - Archeological Technician I	19.40
30022 - Archeological Technician II	21.70
30023 - Archeological Technician III	26.89
30030 - Cartographic Technician	26.41
30040 - Civil Engineering Technician	24.61
30061 - Drafter/CAD Operator I	18.45
30062 - Drafter/CAD Operator II	20.65
30063 - Drafter/CAD Operator III	23.84
30064 - Drafter/CAD Operator IV	31.50
30081 - Engineering Technician I	18.44
30082 - Engineering Technician II	20.69
30083 - Engineering Technician III	23.15
30084 - Engineering Technician IV	28.69

30085 - Engineering Technician V	35.09
30086 - Engineering Technician VI	42.45
30090 - Environmental Technician	24.08
30210 - Laboratory Technician	21.37
30240 - Mathematical Technician	26.62
30361 - Paralegal/Legal Assistant I	19.46
30362 - Paralegal/Legal Assistant II	24.11
30363 - Paralegal/Legal Assistant III	29.49
30364 - Paralegal/Legal Assistant IV	35.68
30390 - Photo-Optics Technician	26.62
30461 - Technical Writer I	26.26
30462 - Technical Writer II	32.12
30463 - Technical Writer III	38.86
30491 - Unexploded Ordnance (UXO) Technician I	24.40
30492 - Unexploded Ordnance (UXO) Technician II	29.52
30493 - Unexploded Ordnance (UXO) Technician III	35.38
30494 - Unexploded (UXO) Safety Escort	24.40
30495 - Unexploded (UXO) Sweep Personnel	24.40
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2) 23.84
30621 - Weather Observer, Senior	(see 2) 26.41
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	11.89
31030 - Bus Driver	15.89
31043 - Driver Courier	14.49
31260 - Parking and Lot Attendant	9.13
31290 - Shuttle Bus Driver	15.55
31310 - Taxi Driver	12.89
31361 - Truckdriver, Light	15.55
31362 - Truckdriver, Medium	19.65
31363 - Truckdriver, Heavy	20.37
31364 - Truckdriver, Tractor-Trailer	20.37
99000 - Miscellaneous Occupations	
99030 - Cashier	10.78
99050 - Desk Clerk	10.42
99095 - Embalmer	23.94
99251 - Laboratory Animal Caretaker I	10.92
99252 - Laboratory Animal Caretaker II	11.74
99310 - Mortician	24.19
99410 - Pest Controller	20.41
99510 - Photofinishing Worker	12.03
99710 - Recycling Laborer	18.59
99711 - Recycling Specialist	22.42
99730 - Refuse Collector	16.70
99810 - Sales Clerk	12.60
99820 - School Crossing Guard	12.64
99830 - Survey Party Chief	22.70
99831 - Surveying Aide	12.60
99832 - Surveying Technician	20.64
99840 - Vending Machine Attendant	14.38
99841 - Vending Machine Repairer	17.05
99842 - Vending Machine Repairer Helper	14.38

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.71 per hour or \$148.40 per week or \$643.07 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you

work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am.

If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives.

Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form

1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide

classifications listed in the wage determination.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

ATTACHMENT B

Janitorial Service Performance Customer Satisfaction Survey

Date: _____

_____ (Contractor Name) is submitting a proposal on a Federal Aviation Administration solicitation and provided your name as a customer reference. Part of our evaluation process requires information on the firm's past performance. Your input is important to us and responses are required by _____ (date & time) for inclusion of this evaluation. Your assistance is greatly appreciated.

Please rate you current level of satisfaction with our overall service performance:

_____ Excellent (5) _____ Very Good (4) _____ Good (3) _____ Needs Improvement (2)

_____ Unacceptable (1)

Comments: _____

How quickly do we respond to your needs, requests, or complaints?

_____ Excellent (5) _____ Very Good (4) _____ Good (3) _____ Needs Improvement (2)

_____ Unacceptable (1)

Comments: _____

How would you rate the problem solving capabilities and follow-up of our Operations Management?

_____ Excellent (5) _____ Very Good (4) _____ Good (3) _____ Needs Improvement (2)

_____ Unacceptable (1)

Comments: _____

How would you rate the performance of our on-site employees providing janitorial services for your facility?

_____ Excellent (5) _____ Very Good (4) _____ Good (3) _____ Needs Improvement (2)

_____ Unacceptable (1)

Comments: _____

Your overall satisfaction in the following areas (please mark the appropriate rating with an “X”).

	Excellent (5)	Very Good (4)	Good (3)	Needs Improvement (2)	Unacceptable (1)	Not applicable
Offices	_____	_____	_____	_____	_____	_____
Conference Room	_____	_____	_____	_____	_____	_____
Lobby/Entrance/Corridors	_____	_____	_____	_____	_____	_____
Restrooms/Locker Rooms	_____	_____	_____	_____	_____	_____
Medical/Physical Fitness	_____	_____	_____	_____	_____	_____
Cafeterias/Break Rooms	_____	_____	_____	_____	_____	_____
Tower Cabs	_____	_____	_____	_____	_____	_____

Organization Name:_____ Date:_____

Contact:_____

Phone #:_____

Thank you for completing this survey.

**THIS FORM IS TO BE COMPLETED BY THE CUSTOMER REFERENCED AND EITHER EMAILED
OR FAXED DIRECTLY TO:
Lelanie.Rivera@faa.gov
OR FAX: 425-227-1055**

PART IV - SECTION K
REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS

3.1-1 Clauses and Provisions Incorporated by Reference (July 2011)

This screening information request (SIR) or contract, as applicable, incorporates by reference the provisions or clauses listed below with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available, or offerors and contractors may obtain the full text via Internet at: <http://conwrite.faa.gov>.

(End of clause)

- 3.2.2.3-3** **Affiliated Offerors** (July 2004)
3.2.2.3-35 **Annual Representations and Certifications** (July 2004)
3.2.5-2 **Independent Price Determination** (October 1996)
3.2.2.3-2 **Minimum Offer Acceptance Period** (July 2004)

- (a) 'Acceptance period,' as used in this provision, means the number of calendar days the FAA (we, us) has to award a contract from the date the SIR specifies for receiving offers.
- (b) This provision supersedes any language about the acceptance period appearing elsewhere in this SIR.
- (c) We require a minimum acceptance period of 60 calendar days.
- (d) The offeror (you) may specify a longer acceptance period than the period shown in paragraph (c). To specify a longer period, fill in the blank: The offeror allows the following acceptance period: _____ calendar days.
- (e) We may reject an offer allowing less than the FAA's minimum acceptance period.
- (f) You agree to fulfill your offer completely if the FAA accepts your offer in writing within:
- (1) The acceptance period stated in paragraph (c) of this provision; or
- (2) Any longer acceptance period stated in paragraph (d) of this provision.

(End of provision)

3.2.2.3-10 **Type of Business Organization** (July 2004)

By checking the applicable box, the offeror (you) represents that--

- (a) You operate as ☐ a corporation incorporated under the laws of the State of _____, ☐ an individual, ☐ a partnership, ☐ a nonprofit organization, ☐ a joint venture or ☐ other _____ [specify what type of organization].
- (b) If you are a foreign entity, you operate as ☐ an individual, ☐ a partnership, ☐ a nonprofit organization, ☐ a joint venture, or ☐ a corporation, registered for business in _____ .
(country)

(End of provision)

3.2.2.3-15 Authorized Negotiators (July 2004)

The offeror states that the following persons are authorized to negotiate on your behalf with the FAA in connection with this offer:

Name: _____

Title: _____

Phone number: _____

(End of provision)

3.2.2.3-70 Taxpayer Identification (July 2004)

(a) Definitions.

(1) "Common parent," as used in this clause, means a corporate entity that owns or controls an affiliated group of corporations that files an offeror's (you, your) Federal income tax returns on a consolidated basis, and of which you are a member.

(2) "Corporate status," as used in this clause, means a designation as to whether you are a corporate entity, an unincorporated entity (for example, sole proprietorship or partnership), or a corporation providing medical and health care services.

(3) "Taxpayer Identification Number (TIN)," as used in this clause, means the number the Internal Revenue Service (IRS) requires you use in reporting income tax and other returns.

(b) All offerors must submit the information required in paragraphs (c) through (e) of this provision to comply with reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M and implementing regulations issued by IRS. The FAA will use this information to collect and report on any delinquent amounts arising out of your relation with the Federal Government, under Public Law 104 -134, the Debt Collection Improvement Act of 1996, Section 31001(I)(3). If the resulting contract is subject to the reporting requirements and you refuse or fail to provide the information, the Contracting Officer (CO) may reduce your payments 31 percent under the contract.

(c) Taxpayer Identification Number (TIN).

☐ TIN: _____

☐ TIN has been applied for.

☐ TIN is not required because:

☐ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not leave income effectively connected with the conduct of a trade or business in the U.S. and does not have an office or place of business or a fiscal paying agent in the U.S.;

☐ Offeror is an agency or instrumentality of a foreign government;

☐ Offeror is an agency or instrumentality of a Federal, state, or local government;

☐ Other--State basis. _____.

(d) Corporate Status.

☐ Corporation providing medical and health care services, or engaged in the billing and collecting of payments for such services;

☐ Other corporate entity

- ☐ Not a corporate entity
- ☐ Sole proprietorship
- ☐ Partnership
- ☐ Hospital or extended care facility described in 26 CFR 501(c)(3) that is exempt from taxation under 26 CFR 501(a).

(e) Common Parent.

☐ A common parent does not own or control the offeror as defined in paragraph (a).

☐ Name and TIN of common parent:

Name _____

TIN _____

(End of provision)

3.2.2.7-7 Certification Regarding Responsibility Matters (January 2010)

(a)(1) The Offeror certifies, to the best of its knowledge and belief, that

(i) The Offeror and/or any of its Principals-

A) Are ☐ are not ☐ presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have ☐ have not ☐ within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public

(Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws or receiving stolen property; and

(C) Are ☐ are not ☐ presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in subdivision a)(1)

(i)(B) of this provision.

(D) Have ☐, have not ☐, within a three-year period preceding this offer, been notified of any delinquent Federal taxes in an amount that exceeds \$3,000 for which the liability remains unsatisfied.

(1) Federal taxes are considered delinquent if both of the following criteria apply:

(i) The tax liability is finally determined. The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial challenge to the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.

(ii) The taxpayer is delinquent in making payment. A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.

(2) Examples-

(i) The taxpayer has received a statutory notice of deficiency, under I.R.C. Sec. 6212, which entitles the taxpayer to seek Tax Court review of a proposed tax deficiency. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek Tax Court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(ii) The IRS has filed a notice of Federal tax lien with respect to an assessed tax liability, and the taxpayer has been issued a notice under I.R.C. Sec. 6320 entitling the taxpayer to request a hearing with the IRS Office of Appeals contesting the lien filing, and to further appeal to the Tax Court if the IRS determines to sustain the lien filing. In the course of the hearing, the taxpayer is entitled to contest the underlying tax liability because the taxpayer has had no prior opportunity to contest the liability. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek tax court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(iii) The taxpayer has entered into an installment agreement pursuant to I.R.C. Sec. 6159. The taxpayer is making timely payments and is in full compliance with the agreement terms. The taxpayer is not delinquent because the taxpayer is not currently required to make full payment.

(iv) The taxpayer has filed for bankruptcy protection. The taxpayer is not delinquent because enforced collection action is stayed under 11 U.S.C. 362 (the Bankruptcy Code).

(b) The Offeror has ☐ has not ☐ within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) 'Principals,' for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions). **THIS CERTIFICATION CONCERNS A MATTER WITHIN THE JURISDICTION OF AN AGENCY OF THE UNITED STATES AND THE MAKING OF A FALSE, FICTITIOUS, OR FRAUDULENT CERTIFICATION MAY RENDER THE MAKER SUBJECT TO PROSECUTION UNDER SECTION 1001, TITLE 18, UNITED STATES CODE.**

(c) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(d) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this SIR. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.

(e) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not

required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(f) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this SIR for default.

(End of provision)

BUSINESS DECLARATION

1. Name of Firm: _____ Tax Identification No.: _____
2. Address of Firm: _____ **DUNS No.** _____
3. Telephone Number of Firm: _____
4. a. Name of Person Making Declaration _____
b. Telephone Number of Person Making _____
c. Position Held in the Company _____
5. Controlling Interest in Company ("X" all appropriate boxes)
☐ a. Black American ☐ b. Hispanic American ☐ c. Native American ☐ d. Asian American
☐ e. Other Minority ☐ f. Other (Specify) _____
(Specify) _____
☐ g. Female ☐ h. Male ☐ i. 8(a) Certified (Certification letter attached) ☐ j. Service Disabled Veteran Small Business
6. Is the person identified in Number 4 above, responsible for day-to-day management and policy decision making, including but not limited to financial and management decisions?
☐ a. Yes ☐ b. No (If "NO," provide the name and telephone number of the person who has this authority.) _____
7. Nature of Business (Specify all services/products (NAIC)) _____
8. (a) Years the firm has been in business: _____ (b) No. of Employees _____
9. Type of Ownership: ☐ a. Sole Ownership ☐ b. Partnership
☐ c. Other (Explain) _____
10. Gross receipts of the firm for the last three years:
a.1. Year _____ b.1. Gross _____
a.2. Year Ending: _____ b.2. Gross _____ a.3. Year _____ b.3. Gross _____
11. Is the firm a small business? ☐ a. Yes ☐ b. No
12. Is the firm a service disabled veteran owned small business? ☐ a. Yes ☐ b. No
13. Is the firm a socially and economically disadvantaged small business? ☐ a. Yes ☐ b. No

I DECLARE THAT THE FOREGOING STATEMENTS CONCERNING _____

ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF. I AM AWARE THAT I AM SUBJECT TO CRIMINAL PROSECUTION UNDER THE PROVISIONS OF 18 USCS 1001.

14. a. Signature _____ b. _____
c. Typed Name _____ Date: _____
d. Title: _____

PART IV - SECTION L
INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

3.1-1 Clauses and Provisions Incorporated by Reference (July 2011)

This screening information request (SIR) or contract, as applicable, incorporates by reference the provisions or clauses listed below with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available, or offerors and contractors may obtain the full text via Internet at: <http://conwrite.faa.gov>.

(End of clause)

- 3.2.2.3-1 False Statements in Offers (July 2004)**
- 3.2.2.3-6 Submittals in the English Language (July 2004)**
- 3.2.2.3-7 Submittals in U.S. Currency (July 2004)**
- 3.2.2.3-11 Unnecessarily Elaborate Submittals (July 2004)**
- 3.2.2.3-12 Amendments to Screening Information Requests (July 2004)**
- 3.2.2.3-13 Submission of Information/Documentation/Offer (July 2004)**
- 3.2.2.3-14 Late Submissions, Modifications, and Withdrawals of Submittals (July 2004)**
- 3.2.2.3-16 Restricting, Disclosing and Using Data (July 2004)**
- 3.2.2.3-17 Preparing Offers (July 2004)**
- 3.2.2.3-18 Prospective Offerors Requests for Explanations (March 2009)**
- 3.2.2.3-19 Contract Award (July 2004)**
- 3.2.4-30 Evaluation of Options Exercised at Time of Contract Award (April 1996)**
- 3.6.2-35 Prevention of Sexual Harassment (August 1998)**

3.2.2.3-20 Electronic Offers (July 2004)

(a) The offeror (you) may submit responses to this SIR by the following electronic means: Fax or Email. Your offer must arrive at the place and by the time specified in the SIR.

(b) Electronic offers must refer to this SIR and include, as applicable, the item or sub-items, quantities, unit prices, time and place of delivery, all representations and other information required and a statement specifying the extent of your agreement with all the FAA's (we) terms, conditions, and provisions.

(c) We may decline to consider electronic offers that do not include required information, or that reject any of the terms, conditions and provisions of the SIR.

(d) We reserve the right to make award solely on the electronic offer. However, if the CO requests, you must promptly submit the complete original (hard copy) signed proposal.

(e) Send your offer electronically to: (425) 227-1055(fax) or LELANIE.RIVERA@FAA.GOV

(f) If you chose to send your offer electronically, we will not be responsible for any failure attributable to transmitting or receiving the offer.

(End of provision)

3.2.4-1 Type of Contract (April 1996)

The FAA contemplates award of a firm fixed-price contract resulting from this Request for Offer.

(End of provision)

3.3.1-35 Certification of Registration in System for Award Management (August 2012)

In accordance with Clause 3.3.1-33, System for Award Management (SAM), offeror certifies that they are registered in the SAM Database and have entered all mandatory information including the DUNS or DUNS+4 Number.

Name: _____

Title: _____

Phone Number: _____

(End of provision)

3.9.1-3 Protest (October 2011)

AS A CONDITION OF SUBMITTING AN OFFER OR RESPONSE TO THIS SIR (OR OTHER SOLICITATION, IF APPROPRIATE), THE OFFEROR OR POTENTIAL OFFEROR AGREES TO BE BOUND BY THE FOLLOWING PROVISIONS RELATING TO PROTESTS:

(a) Protests concerning Federal Aviation Administration Screening Information Requests (SIRs) or awards of contracts shall be resolved through the Federal Aviation Administration (FAA) dispute resolution system at the Office of Dispute Resolution for Acquisition (ODRA) and shall be governed by the procedures set forth in 14 C.F.R. Parts 14 and 17, which are hereby incorporated by reference. Judicial review, where available, will be in accordance with 49 U.S.C. 46110 and shall apply only to final agency decisions. A protestor may seek review of a final FAA decision only after its administrative remedies have been exhausted.

(b) Offerors initially should attempt to resolve any issues concerning potential protests with the Contracting Officer. The Contracting Officer should make reasonable efforts to answer questions promptly and completely, and, where possible, to resolve concerns or controversies. The protest time limitations, however, will not be extended by attempts to resolve a potential protest with the Contracting Officer.

(c) The filing of a protest with the ODRA may be accomplished by mail, overnight delivery, hand delivery, or by facsimile or if permitted by order of the ODRA, by electronic filing.. A protest is considered to be filed on the date it is received by the ODRA during normal business hours. The ODRA's normal business hours are from 8:30 am to 5:00 pm Eastern Time.

(d) Only an interested party may file a protest. An interested party is one whose direct economic interest has been or would be affected by the award or failure to award an FAA contract. Proposed subcontractors are not "interested parties" within this definition.

(e) A written protest must be filed with the ODRA within the times set forth below, or the protest shall be dismissed as untimely:

(1) Protests based upon alleged improprieties in a solicitation or a SIR that are apparent prior to bid opening or the time set for receipt of initial proposals shall be filed prior to bid opening or the time set for the receipt of initial proposals.

(2) In procurements where proposals are requested, alleged improprieties that do not exist in the initial solicitation, but which are subsequently incorporated into the solicitation, must be protested not later than the next closing time for receipt of proposals following the incorporation.

(3) For protests other than those related to alleged solicitation improprieties, the protest must be filed on the later of the following two dates:

(i) Not later than seven (7) business days after the date the protester knew or should have known of the grounds for the protest; or

(ii) If the protester has requested a post-award debriefing from the FAA Product Team, not later than five (5) business days after the date on which the Product Team holds that debriefing.

(f) Protests shall be filed at:

(1) Office of Dispute Resolution for Acquisition
Federal Aviation Administration
800 Independence Ave., S.W.
Room 323
Washington, DC 20591

Telephone: (202) 267-3290
Facsimile: (202) 267-3720; or

(2) Other address as specified in 14 CFR Part 17.

(g) At the same time as filing the protest with the ODRA, the protester shall serve a copy of the protest on the Contracting Officer and any other official designated in the SIR for receipt of protests by means reasonably calculated to be received by the Contracting Officer on the same day as it is to be received by the ODRA. The protest shall include a signed statement from the protester, certifying to the ODRA the manner of service, date, and time when a copy of the protest was served on the Contracting Officer and other designated official(s).

(h) Additional information and guidance about the ODRA dispute resolution process for protests can be found on the ODRA Website at <http://www.faa.gov>.

(End of provision)

L001. SUBMISSION OF OFFER:

An offeror shall submit an offer which shall include a technical and business proposal as outlined below. **PLEASE NOTE: Lack of submission of any of the information required in the Business and Technical Proposals shall render a contractor's proposal as non-responsible and will not be considered further for award.**

1. Business Proposal

- a) Signed Standard Form 33, SOLICITATION, OFFER AND AWARD
- b) Part I, Section B, PRICE SCHEDULE
- c) Part IV, Section K, REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS
- d) Part IV, Section K, Business Declaration
- e) 8(a) Congratulations Letter from the Small Business Administration (if applicable)

2. Technical Proposal

A. Past Experience

Provide a list of at least three (3) projects within the past three (3) years similar in scope of work to be done. Be specific and provide details. Similar work is described as work of the same complexity and size of building. For each project address the following points:

- a) Project title, description and contract number
- b) Client names, business address, phone numbers, and contact person
- c) Dollar value
- d) Scope of work
- e) Percentages of work subcontracted and nature of that work
- f) Award and completion dates
- g) Any relevant information that would reflect on the offeror's ability to meet schedule constraints.

A negative response is required in the event of no similar experience for a particular area, or for any item that is not applicable. Any omission or partial and vague responses may lead to the rejection of the offeror's proposal without discussions with offeror. All submitted technical information be considered proprietary data and shall be utilized for evaluation purposes only and kept confidential. Offerors are advised that the government reserves the right to use and evaluate any and all available pertinent information, in addition to the data presented in the technical proposal.

B. Past Performance- Customer Satisfaction Surveys (By third party references)

Prime Contractor is REQUIRED to have at least three (3) of the attached customer satisfaction surveys (CSS's) completed and returned to this office c/o Lelanie Rivera **by a third party reference**. It is advised that the Contractor distribute more than three CSS's to third-party references as not all are returned, and receipt of less than three could lead to the Contractor's disqualification. Customer Satisfaction Survey may be emailed to Lelanie Rivera at Lelanie.Rivera@faa.gov. The surveys may also be faxed at the Contractor's risk to 425-227-1055 Attn: Lelanie Rivera AAQ-530. It is also advised each Contractor verify receipt of the requisite number of CSS's in advance of solicitation deadline.

L002. SUBMISSION DATE AND PLACE

The due date for receipt of offers is NOVEMBER 6TH, 2012 4:00PM (PST).

Offerors wishing to submit an offer, modification or withdrawal through the U.S. Postal Service, Certified and Registered mail, Special Delivery, or U.S. Postal Express Mail shall be addressed to:

DOT, FEDERAL AVIATION ADMINISTRATION
ACQUISITION MANAGEMENT BRANCH – AAQ-530
1601 LIND AVE S.W.
RENTON, WA 98057
ATTN: LELANIE RIVERA

L003. HAND CARRIED OFFERS, MODIFICATIONS OR WITHDRAWALS:

Hand-carried offers, modifications or withdrawals of a offers, and modifications, or withdrawals of a bids, HAND DELIVERED by other types of express mail services (Commercial Carriers, e.g. Federal Express, United Parcel Service, Airborne Express, etc.) SHALL be HAND DELIVERED to:

DOT, FEDERAL AVIATION ADMINISTRATION
CUSTOMER SERVICE CENTER
FIRST FLOOR
1601 LIND AVE S.W.
RENTON, WA 98057
(ATTN: LELANIE RIVERA)

L004. SOLICITATION QUESTIONS:

THERE WILL BE A SITE VISIT on OCTOBER 23RD, 2012 at 4:30pm. While this site visit is not mandatory, it is encouraged. Please e-mail Lelanie Rivera at Lelanie.Rivera@faa.gov or call (425) 227-1003 and provide name of company, name of point of contact, and point of contact business phone number. Site access for site visit attendees must be arranged prior to the date of the site visit. Please provide site visit attendee info by noon on October 17th, 2012.

QUESTIONS ARE DUE by: OCTOBER 31ST 2012, at 4:00 P.M. PACIFIC DAYLIGHT TIME (PDT)

Should you need a clarification or interpretation of anything in this solicitation, you must submit your request in writing. Submit your request to the Federal Aviation Administration, Attn: Lelanie Rivera, 1601 Lind Avenue SW, Renton WA 98057 or Lelanie.Rivera@faa.gov. **Telephonic requests for clarification or interpretation will not be accepted.** The offeror shall provide an address, telephone and e-mail address. The Contracting Officer is the only person authorized to make clarifications, interpretations, or changes to this solicitation.

PART IV - SECTION M
EVALUATION FACTORS FOR AWARD

3.1-1 Clauses and Provisions Incorporated by Reference (July 2011)

This screening information request (SIR) or contract, as applicable, incorporates by reference the provisions or clauses listed below with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available, or offerors and contractors may obtain the full text via Internet at: <http://conwrite.faa.gov>.

(End of clause)

3.2.4-31 Evaluation of Options (April 1996)

M001. EVALUATION FACTORS FOR AWARD

The Government will make award to the responsible offeror whose proposal conforms to the solicitation terms and conditions. The Government reserves the right to award on initial offers without discussions or to conduct one-on-one discussions with one or more offerors to clarify issues relating to scope, pricing and responsibility. **The Government will make award to the contractor offering the lowest priced, technically acceptable offer.**

Proposals shall be evaluated as either “acceptable” or “unacceptable” on the basis of the following criteria:

(A). Past Experience

STANDARD FOR REVIEW: An acceptable proposal must demonstrate at least three (3) successful relevant projects in the past three (3) years similar to the current requirement. The FAA reserves the right to contact the customers listed as references, and to apply that information in its final determination.

(B). Past Performance

STANDARD FOR REVIEW: At least three (3) Customer Satisfaction Surveys must be received before the solicitation deadline with an average score of 3.5 or more. The FAA reserves the right to contact customers listed as references and conduct a Customer Satisfaction Survey by telephone in the event that there is insufficient competition due to the lack of customer satisfaction surveys received. If Contractor does not have an applicable performance history, then, within the cover letter, the Contractor must indicate the reason for such absence of past performance history and provide a proposed project management plan to ensure the quality of the services to be performed. Keep in mind that the Agency may use information other than that provided by the Contractor in connection with this solicitation.

M002. CONSIDERATION OF PRICE

The offeror shall submit pricing information as prescribed in PART I - SECTION B of the Request for Offers. The Government will make award based on successful negotiation of price and conformance with solicitation terms and conditions to the lowest priced, technically acceptable offer.

Each offeror is required to provide a price for each contract line item (CLIN). Failure to comply may result in the rejection of the subject offer. A single award shall be made. There shall be no split award. In the event that the CLIN price for any line item is materially unbalanced, the entire offer may be rejected without discussion with the offeror. In the event of any disparity between the CLIN price and the total offered price, the CLIN price shall be deemed correct, and the total offered amount shall be revised accordingly, unless available information indicates otherwise.